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The Local Records Program in New York State

By HOWARD W. CROCKER

Supervisor of Public Records
State Education Department

SINCE 1913 New York State has had a program designed to preserve valuable records in local public offices. During the intervening years the program has accomplished much in safeguarding records and in educating public officials to the value of those records. Its major shortcoming has been its inability to keep abreast of the problems arising from the expanded records-creating activities in local offices. To correct this condition the program is now being reoriented. While its main aim is still the preservation of valuable records, greater emphasis is now being placed on assistance to local public offices in solving their records problems.

Local governments in New York State include five distinctive types: counties, cities, towns, villages and districts. Exclusive of New York City, there are more than 1600 counties, cities, towns, and villages, each with its own subdivisions of which the majority are records-creating offices. Districts are even more numerous. With the establishment of more central or consolidated school districts, the number of individual school districts is steadily decreasing, but this decrease seems to be more than offset by the creation of additional fire, water, sanitary and other districts. The total number of local records-creating offices is in excess of 10,000, with the units ranging in size from small districts numbering only a few people to great cities and counties with populations in the hundred-thousands.

In the past two decades local governmental units, like the State and Federal governments, have accepted new duties and responsibilities. The result has been an increase in the records-making activities and, consequently, an increase in records problems. Attention in the present records program is directed largely to the solution or elimination of these problems.

In 1913 the New York State Legislature provided for the office of Supervisor of Public Records to be an overseer of the records of the political subdivisions of the State outside of the Counties of

Kings and New York. In these two counties similar tasks were performed by Commissioners. The act of 1913 was prompted largely by a fire in 1911 which burned a section of the State Capitol leaving the State Library with a mass of charred and, in some cases, worthless records. Attempts to reconstruct some of the lost records from information contained in local records were largely failures, for it was found that in many communities goodly portions of the local records had already disappeared. The office of the Supervisor of Public Records was created to check this destruction and preserve the records on the local level.

To the Division of Public Records, created by legislative action at the same time and placed in the Education Department, was given the responsibility for safeguarding all public records. It was charged with taking "all necessary measures for the proper inscription, the retrieval, the care and the perservation of all the public records in the various political divisions of the State. . . ." The Supervisor of Public Records became a part of the Division of Public Records, now the Division of Archives and History of the State Department of Education. He was charged specifically with examining

> into the condition of the records, books, pamphlets, documents, manuscripts, archives, maps and papers kept, filed or recorded, or hereafter to be kept, filed or recorded in the several public offices of the counties, cities, towns, villages or other political divisions of the State. . . .

The first Supervisors of Public Records concentrated upon the preservation of records. They performed an important service. Holding that public records, if they were to be preserved, must be recorded on durable material, they labored to induce public officials to use better paper and nonfading inks. They strove to improve the type of paper used by private companies printing forms to be used in public offices. With the increased use of the typewriter and the reduction of hand-inscribed documents, this problem became less important. Later when the photostat process came into use for recording documents in local offices, Supervisors did much to see that public officials realized the need for and insisted upon clearly legible reproduction.

The retrieval of missing or "strayed" records was also an important part of the work of the first Supervisors. Records, particularly in the towns, villages and districts, were found in cellars, barns, attics, and other out of the way places. With many local officials, particularly in the smaller offices, out of sight was out of

mind as far as the older records were concerned. To rescue valuable records required not only detective work on the part of the Supervisor, but also educational work to impress upon local officials the value of their older records. This phase of the work has led through the years to a better understanding on the part of many public officials of the value of public records.

One of the most beneficial services performed by the first Supervisors was the carrying out of a state-wide campaign to improve the storage conditions under which public records were kept. Local offices in the State were surveyed and a move undertaken to induce local officials to provide adequate fire-resistant safes or vaults for the storage of public records. Authority for this action was based upon a section of the Education Law which required:

> Officers or boards in charge of the affairs of counties, cities, towns and villages shall provide and maintain fireproof rooms, vaults, safes, or other fire-resisting receptacles made of noncombustible materials, of ample size for the safe-keeping of the public records in their care, and shall furnish such rooms only with fittings of noncombustible material, the cost to be a charge against such county, city, town or village. All such records shall be kept in the buildings in which they are ordinarily used, and so arranged that they can be conveniently examined and referred to. When not in use, they shall be kept in the vaults, safes or other fire-resisting receptacles provided for them.

While the law on the subject was clear enough, the work of inducing local officials to purchase safes or erect vaults was not easy. Time after time it became necessary to convince a public official that the outmoded safe purchased secondhand years before failed to give the protection required. Sometimes it was even difficult to convince the public official that his records stored in an improperly constructed vault were being destroyed by excessive moisture, even though they might be protected to a certain extent from destruction by fire. To assure uniformity in standards, only safes and vault doors bearing the approval labels of Underwriters Laboratories, Inc., were accepted. Safe and vault door manufacturing companies were quick to cooperate and did much to uphold the standards set by the Division of Archives and History. A penalty clause, provided in the law for local officials refusing to take steps adequately to safeguard their records, was seldom if ever invoked.

During the early years of the program limited attention was given to the disposal of local public records that no longer had value. Several reasons undoubtedly account for this. The aim of the program was preservation, and activity and thought were directed largely toward that end. Records were accumulating but the

accumulations were not yet sufficient to be troublesome. Not all officials approved of destruction of their records, particularly financial records that had audit value. Audits of local offices by State auditors were so infrequent that many officials did not wish to risk destruction of their records. Nor were the existing laws governing the destruction of records clear. Laws requiring the creation of records seldom indicated how they were to be handled once they had been created. Here and there through the chapters of the *Consolidated Laws* of the State were scattered references to the disposal of local records, but they were neither numerous nor very inclusive.

As the volume of records increased in local offices, pleas for relief began to be heard from officials. More and more records that no longer had value were destroyed on the basis of a section of the Education Law which provided that:

> No officer of the State or of any county, city, town or village or other political division of the State, or of any institution or society created under any law of the State, shall destroy, sell or otherwise dispose of any public record, original or copied, or of any archives, in his care or custody or under his control, and which are no longer in current use, without first having advised the Commissioner of Education of their nature and obtained his consent.

But there was doubt about the power of the Commissioner of Education to authorize the destruction of public records, although it was clear that he must consent to the destruction before any records could be destroyed. As a result, records disposals have not kept pace with records accumulations in local offices, and operations are now handicapped because of the excessive volume of records. Such a situation not only handicaps efficient public administration but also jeopardizes the preservation of valuable records.

The disposal of useless records is one of the major problems that faces the local public official today, but it is by no means his only one. He is in need of laws that clearly indicate how he should create, maintain, and dispose of his records. He needs to make use of the most up-to-date and efficient methods of records protection. He needs to be informed of the most recent developments and techniques for handling records.

Today the purpose of New York's local records program is still the preservation of valuable records, but the immediate aim is to bring greater assistance to public officials in solving their records problems. It is less a case of retrieving a stray record for a single office than it is a case of clearing out the accumulations of valueless records in local offices all over the State. It is less a case

of approving a records storage vault for one public office than it is a case of improving records storage facilities in all offices. The present program concentrates upon four major objectives, which, if accomplished, should go far toward safeguarding records. They include adequate records legislation, destruction of accumulated useless records, improvement of facilities for protecting valuable records, and the dissemination to local officials of information about new or improved techniques for handling records problems.

The present program is being handled under laws that were enacted in 1913, when records problems in local offices were vastly different than now. New legislation that will provide for efficient and up-to-date methods of handling records problems is being sought. At the moment the most pressing need is for legislation that will authorize the destruction of valueless local records after reasonable safeguards have been observed. Attempts have failed during the past three years to provide this as part of a general records administration act which would set up a single records administration agency for both State and local records. Under such an act authorization for destruction would have been the responsibility of the Legislature. It is likely that during the next legislative session an effort will be made to provide the necessary disposal authority by revising the Education Law to empower the Commissioner of Education to authorize the destruction of records instead of requiring him merely to consent to their destruction. Failure of such a revision of the Education Law may make it necessary to seek amendment of the individual general laws (i.e. the County Law, the General Municipal Law, the Town Law, and the Village Law — chapters of the *Consolidated Laws* of the State) to grant to local officials the authority and responsibility for destroying local records. Whatever form the authorization for destruction takes, it should be clear and it should be complete. Halfway measures will not help the situation.

More than legislation covering the destruction of records is needed. Existing laws prescribing the methods of filing and recording records in local offices should be revised to meet current needs. Legislators and legislative bill drafting committees should be encouraged when enacting legislation affecting records to give more consideration to the care, custody, and ultimate disposition of the records.

The elimination of useless records in local offices is now a major problem and the solution cannot be put off much longer even though it cannot be carried out effectively under existing laws. For the

most part, local officials are responsible for their records and, except in a few cases, action to dispose of records must originate with them. To assist them in selecting records for destruction the Division of Archives and History has begun to issue records lists informing officials what records can be destroyed under certain conditions with the consent of the Commissioner of Education.

The records disposal lists are designed to assist local officials in clearing their offices of accumulated useless records. The lists do not include all the records in an office but are restricted at the present time largely to records that accumulate the fastest and, therefore, create the bulk of the problem. In time it is anticipated that all records in local offices will be appraised for destruction or retention. Actually, the lists are designed to do only two things: first, to inform the local official of the procedure involved in requesting consent for the destruction of his records; and second, to indicate to him the record types that can be destroyed after the expiration of stated retention periods. Since destructions are permissive and not mandatory upon local officials the lists are, at most, merely guides for their convenience.

The use of these lists has been made possible within the last few years largely because of the frequent audits now made of all local offices by the State Department of Audit and Control. Where in the past local offices were audited only occasionally, they are now subject to frequent audits, usually on a one, two or three year basis. Such periodic audits have done much to eliminate the danger of destroying fiscal records that might be of value. They have had also a salutary effect upon the local records program by directing additional official attention to the accumulations of useless records in local offices and by strengthening the demand for a constructive program to aid in eliminating such records.

The lists are prepared by the Supervisor of Public Records. They are issued on the basis of the office type, but the method of preparation is much the same whether the type be a county, city, town, village or district office. The preparation of a list of disposable town records, for example, requires a survey, evaluation, determination of retention periods, and issuance of the list. In the survey both large and small town offices in various sections of the State are selected to insure as thorough a coverage as possible. The survey should reveal not only the record type, but also the relative bulk of each type. It should also indicate whether the record is an original or duplicate and should reveal the record's frequency of use. Such interpretations are not always easy to make, but a survey of

even a few town offices will usually indicate quickly the types of record that accumulate most rapidly, the types that have the lowest frequency of use and the types that can be disposed of with little danger of losing valuable information.

With the survey completed and samples of record types assembled, the evaluation of each type is necessary. While this is largely the work of the Supervisor of Public Records, opinions on the value of records and advice on the retention periods must be sought from many sources. In each case evaluations are made on the basis of continuing administrative usefulness, legal value, fiscal or audit value, and historical or research value.

Probably one of the most important considerations in evaluating the records for destruction is the possibility of their having continuing administrative value to the office creating or maintaining them. While the survey should reveal, as accurately as possible, the frequency of their use and whether or not the records are originals or duplicates, more specific information regarding their administrative value is needed. This is best sought from the official who creates or maintains the record. His opinion should not always be accepted as final, however, for sometimes officials, hard-pressed for records storage space, agree too readily to the destruction of records. It should be checked against opinions from other sources, particularly where the record is created at the direction of another agency, usually at the State or county level. In such a case the agency requiring the creation of the record should be consulted.

Obviously, records that have continuing administrative value should not be approved for destruction. Copies can often be destroyed if the originals are retained, but caution should be exercised in approving such destructions, especially where the originals are not on file in the same office. Many records have a declining usefulness with the years, and these records can often be destroyed after the expiration of a retention period. Occasionally records, particularly subsidiary records that go to make up a permanent record, can be destroyed because the information that the records contain is preserved elsewhere.

The records should also be evaluated from legal and fiscal points of view. Legal evaluation involves appraising the records to determine whether there is anything in the law requiring their retention. It necessitates examination of the law or laws dealing with the record, opinions of the Attorney General in relation to the record and any court decisions that may effect the record. It sometimes in-

volves extensive research, particularly in the case of older records, and it often calls for legal advice and assistance.

Evaluation of records for continuing fiscal or audit purposes is no longer the troublesome problem that it used to be in New York State. The State Department of Audit and Control now audits all public financial records at regular intervals, and the reports of the audits are made available. Advice of that Department is always sought in evaluating fiscal records for destruction.

The final evaluation covers the research value of the record. This is, in some respects, the most difficult determination to make since it is impossible to determine with certainty just what pathways future research may take and what record types will be necessary for that research. It has been found that the records causing the heaviest accumulation in local offices seldom have a high research potential. For the most part, they are either duplicate copies of records that are preserved elsewhere or they are subsidiary records that have been used in the preparation of some permanent record. Nevertheless, opinions on the advisability of retaining records for research purposes are sought from the State Historian and others interested in local history, the research sections of the various State departments and from research organizations in county and municipal governments. In borderline cases, or where records may have temporary value for research purposes, the records should be retained. They can always be reappraised later and destroyed.

Once the records have been evaluated for destruction a retention period is determined for each type unless the retention period was determined during the evaluation. Here, again, advice must be sought from those interested in the records. Retention periods vary considerably, with some records being retained only a few months while others are retained for years. In some cases the retention periods are set by law, as in the case of election records in New York State. With fiscal records a retention period of at least six years is usually required to insure that such records will be retained long enough to allow the State Department of Audit and Control, in most cases, to audit each local office twice. Whenever it is impossible to set a satisfactory retention period a record is omitted from the disposal list. In many cases the safest practice is to set longer retention periods than would normally be deemed necessary. Such retention periods can always be adjusted downward at a later date.

Once evaluations have been made and retention periods set, the

list is mimeographed and distributed.[1] Since it is merely a guide and not a destruction authorization, local officials are informed of the proper method of requesting the consent of the Commissioner of Education for the destruction of their records. In each case they are required to indicate not only the record type but also the inclusive dates for which destruction is desired. When a request is received by the Supervisor of Public Records the audit dates of the individual office are checked with the State Department of Audit and Control. If audit requirements have been met and retention periods observed the consent of the Commissioner of Education to destruction is given in a signed and sealed statement.

Such lists are not considered the final answer for the disposition of local records. They are regarded as a means by which masses of accumulated records can be disposed of by local officials with a certain degree of security. Since any action based on the lists is permissive and not mandatory, and since any application must originate with a local officer, they in no way deprive local officials of control over their own records. In time, with the enactment of suitable legislation and after adequate safeguards have been taken to insure the retention of records for audit purposes, the lists might be converted into destruction schedules. On the basis of such schedules a local official could then destroy his records at the expiration of the retention periods without making application to the Commissioner. At the present time such a system is not regarded as advisable.

The third objective of the present program is the improvement of facilities for protecting valuable records in local offices. In part, this is a continuation of the campaign, long in existence, to induce local officials to provide better safes and vaults for the storage of their records.

Much attention is now being given to the design of records storage facilities in public buildings. Construction of some buildings, long halted by wartime and post-war shortages and high construction costs, is now getting underway. Other buildings are still in the drawing board stage, but architects are taking cognizance of the limited storage space available for records in existing buildings. They are listening to the pleas of hard-pressed local officials and are paying marked attention to the demands for adequate storage space in the proposed buildings. Much remains to be done in the planning of satisfactory records storage areas in public offices. At present, attention is directed largely toward the collection of data

[1] One of these lists is appended to this article as an exhibit.

on space requirements, protection, accessibility and details of construction of record storage areas. The information collected will be made available to architects and others engaged in the design of public buildings.

The fourth objective involves the dissemination of information useful to local officials in solving their records problems. Most of them are too much occupied with their every day duties to concentrate upon the solution of records problems. They often fail to realize that some problems are common to many offices and that a solution evolved in one may, with modifications, be instituted in others. Few local officials have specialized knowledge of records equipment and they must depend largely upon equipment salesmen for the latest information about filing systems, filing equipment, photostating, microfilming, forms design and other equipment. The result is not always satisfactory.

In the past the Supervisor of Public Records has used three principal methods to contact local officials. Because of the large number of public offices in the State, personal visitations, which should be the most effective way, have not been satisfactory. Distribution of information by mail has definite limitations. Addresses before associations of local public officers offer an excellent way to disseminate general information, but they are not always successful as a means of reaching the individual local official who is beset by records problems in his office.

In spite of their limitations the three methods will be continued, but in addition plans are being made to establish a series of local conferences on records problems. They will be held in various parts of the State where local officials can congregate for a day. There, problems common to local officials will be explored, new laws and regulations explained, and new methods and equipment demonstrated. In this way it is expected more information can be disseminated and more direct help given local officials.

Since its inception in 1913 New York's local records program has accomplished much both in the preservation of public records and in educating officials and the public to the value of those records. Now its emphasis is turned more directly to the assistance of local officials beset with records problems. In this new endeavor it will not only continue the preservation of valuable records but will do much to aid local officials in improving public administration activities throughout the State.

NOT A DESTRUCTION AUTHORIZATION

THE UNIVERSITY OF THE STATE OF NEW YORK
The State Education Department
Albany 1

PROCEDURE FOR REQUESTING THE CONSENT OF THE COMMISSIONER OF EDUCATION FOR DESTRUCTION OF CERTAIN VILLAGE RECORDS

Public records *may not* be destroyed without the consent of the Commissioner of Education (Section 147, Education Law). To assist authorized village officials in clearing their files of certain obsolete records, the following list has been compiled as a guide in preparing requests for consent to destroy certain record groups.

These records may be destroyed only after two recent audits of the village have been completed by the State Department of Audit and Control and the reports have been filed.

LIST the exact title for each record group with the inclusive (beginning and ending) dates for which consent for destruction is requested.

EXAMPLES: Bank deposit slips; years: 1920-1940
Election records; years: 1925-1945
Check stubs; years: 1922-1940

SEND the list of records for which consent for destruction is requested to:
Commissioner of Education
State Education Department
Albany 1, New York
Attention: Supervisor of Public Records

LIST NO. 1

	Record Title	*Period to be retained*
1	Accident reports	Six years after case is closed
2	Bank deposit books	Six years
3	Bank deposit slips (duplicates)	Six years
4	Bank statements	Six years
5	Bills, claims, orders, vouchers or warrants (paid)	Six years
6	Certificates of appointment to office	Ten years after vacating office
7	Certificates of resignation from office	Ten years after vacating office
8	Checks (canceled)	Six years
9	Check stubs	Six years
10	Claims (see bills)	Six years
11	Compensation insurance policy (expired and no litigation pending)	Six years after expiration
12	Contractors' surety bonds	Six years after expiration
13	Dog license records (applicable only in Westchester and Nassau counties)	Three years
14	Election records (except personal register and older lists)	One year
15	Franchise records (expired): petitions, hearings, closed contracts	Six years after expiration
16	Insurance policies (expired) relating to village property	Three years after expiration
17	Invoices	Six years
18	Licenses (exclusive of building permits)	Six years after expiration
19	Oaths of office	Ten years after vacating office

20	Orders (see bills)	Six years
21	Police justices' orders and informations	Six years
22	Special franchise valuations as fixed by the State Department of Taxation and Finance	Three years
23	Surety bonds (or official undertakings) of village officers	Twenty years after vacating office
24	Tax receipts	Six years
25	Vouchers (see bills)	Six years
26	Warrants (see bills)	Six years

NOTICE

The foregoing list does not apply to village pay roll records, records relating to real property owned now or formerly by the village, or to records involved in or likely to be involved in litigation.

NOT A DESTRUCTION AUTHORIZATION

Manuscript Collections in the Bancroft Library[1]

By GEORGE P. HAMMOND

Bancroft Library,
University of California

FOR many years the Bancroft Library has been known far and wide as one of the greatest collections of historical materials in this country. Its fame rests on the fact that its central core of documents and books consists of highly specialized collections accumulated at a very early period in the history of Western North America. This fact is basic to any understanding of what the Bancroft Library is and why its sources are so unique.

Hubert Howe Bancroft, founder of the Library, came to San Francisco in 1852, while the Gold Rush excitement was still in its ascendant wave. A young man of twenty, reared with a strong Puritan background in a small Ohio town, he kept his head in the swirl of madness that the Gold Fever brought with it; and, in 1856, after trying his hand at a variety of tasks in the gold fields and in Crescent City, he went into the stationery and book business in San Francisco. The choice of his business was largely accidental. It happened that as a youngster he had spent a winter or two in his brother-in-law's stationery store in Buffalo, New York, with indifferent success, but when he went to California he bore a commission from this brother-in-law to dispose of some books and stationery. As a consequence, without any particular training or education in the business that was to make him great, but with a fine sense of integrity, application to duty, and a good personality, he launched his enterprise, which grew, like a real Horatio Alger "success story," to mammoth proportions within a decade.

Bancroft found it easy to make money. At a time when other business ventures were likely to fail, his grew stronger and stronger. Making money, however, gave him little real satisfaction and within a few years he began to cast about for other outlets for his energy and ambition, a search which culminated in the acquisition of a library of Pacific Coast materials and in the writing of the

[1] This paper, in slightly different form, was read at the annual meeting of the Society of American Archivists held at Glenwood Springs, Colorado, in 1947.

first great history of the Pacific Coast and the West. Here is how this came to pass.

One of the activities of the Bancroft stationery firm was the publication of a handbook, useful in the business life of the day. The editorial work required a reference library of California books which by 1859 had grown to about seventy-five volumes. One day this library caught Bancroft's attention, and with his usual drive, he set about enlarging it. What he collected was local history, pamphlets, and ephemera relating to San Francisco and other areas with which he had contact. Step by step his vision grew. He had never dreamed that there could be so much history in such a new country. As he delved deeper, he learned about California's relations with Mexico and with its earlier dependency upon Spain and Spanish America. These discoveries led Bancroft to study European history from a new point of view and to collect books that would explain this Spanish background. In other words, Bancroft had found a new world of intellectual interest that fascinated him. Collecting books and documents relating to the Pacific West became one of his major interests. Repeated trips to book marts in Europe and to the older areas of the United States brought a rich harvest in books relating to Mexico and to Spanish North America. In twenty-five years, Bancroft had purchased a library of 50,000 items of the finest basic material for Pacific Coast history. It was a worthy achievement in any period and particularly so in that early pioneer era.

Though Bancroft's purchases of printed works were extensive and well selected, he built an even more enduring monument in his collection of manuscript materials relating to the new West. Of books, more than one copy will normally survive, no matter how great the perils of time, but of manuscripts there will probably be only one or two copies and the loss of an important manuscript by fire or flood blots out the record forever.

The high point in Bancroft's collecting of Californiana was the winning of General Mariano Guadalupe Vallejo of Sonoma as a friend. Vallejo was a leader among his people, admired and respected, and a participant in many of the activities of his time. As the military commandant of Northern California, he had exercised great power and prestige; when the missions were secularized, he had supervised the work at Sonoma. Through the years, therefore, as an official who had held many responsible positions, he had accumulated a quantity of records. When the American immigrants poured in, he held on to his estate, Lachryma Montis, at Sonoma,

and preserved his ranch like a feudal oasis in the sea of American invasion. When Bancroft threw out his dragnet for early California records, he found that Vallejo had a mass of them, but he found also that Vallejo, like the rest of the Spanish Californians, aggrieved at wounds they had suffered in the avalanche of American immigration, held distinctly aloof. Moreover, Vallejo himself was writing a history of early California to give his people just recognition for their achievements, for no Californian believed that a "gringo" would deal justly with his people.

This is not the place to tell the story of how Bancroft stormed the Vallejo citadel and made Vallejo a lifelong friend. Bancroft's earnestness, sincerity of purpose, and aggressiveness had something to do with it, but it was Enrique Cerruti, one of his employees, who should have chief credit for winning Vallejo's confidence and friendship. As a result, when Vallejo saw how much better equipped Bancroft was for writing a history of California, and how great a campaign he was putting into the collection of all possible sources of information, he gave him his entire collection of manuscripts, which might, in a sense, be called the official archive of the Mexican government in northern California. This magnificent collection Bancroft had bound up in thirty-six great folio volumes, each several inches thick. These documents may be said to constitute the foundation of Bancroft's collection of early California manuscripts.

But if the Vallejo documents constitute the foundation, many other collections make up the superstructure. And these collections are numerous indeed. Once reconciled to Mr. Bancroft, once convinced of his fairness and his competency, Vallejo devoted the next years of his life to helping Bancroft collect materials, chiefly by "running interference" for him among the old California families. Thus former Governor Juan B. Alvarado, deeply suspicious of the American newcomers, finally wrote a five volume historical narrative of early California and gave it to Bancroft, primarily because of the intervention of Vallejo. From many other families, Bancroft and Vallejo, now a great team, received more and more documents. Often they were too late — the letters and old papers had already been lost or destroyed — but the harvest was significant.

At this point it is not out of place to sound a note of caution to the collector who may be conjuring up visions of the wealth that Bancroft enticed away from these people. The fact is that these records were of little or no monetary value at the time; there were no rich collectors in the field, and there were to be none for many decades thereafter. Finally, if Bancroft had not labored so prodi-

giously to gather these manuscripts, many of them undoubtedly would have vanished with the passage of time.

Permit me to name a few more of these manuscript collections gathered by Bancroft. There are the Thomas O. Larkin papers and official correspondence. Larkin, who had come to California in 1832, had prospered as a merchant and as American consul at Monterey, the provincial capital. From his heirs Bancroft received the Larkin letters and official reports. Today these are bound in nine great folio volumes which have been used almost daily by a generation of scholars.

There are the Benjamin Hayes papers and clippings. Hayes, like Vallejo, planned to write a history of that part of California where he lived, in this case the south, and had gathered material on the subject for years. His history never materialized, however, and when Bancroft called on him in 1874, Hayes tearfully gave him his entire collection, for he realized that Bancroft had the resources and the ability to carry through the program that so many others had dreamed about. Three years later Hayes died, but his manuscripts helped Bancroft write a better history of California. Today these materials are still called for constantly by a new generation of California historians and writers.

In the mission archives and other collections of a public character, Bancroft found rich materials for Western history which had to be treated differently. Copying records in full or abstracting important sections of them was the only practicable course available in those days, and Bancroft spent large sums in making such copies. In many cases the originals have been well cared for, as for example the mission records at Santa Barbara, but Bancroft's copies of them are still very useful. In other cases the originals have not fared so well. The public records in the custody of the Surveyor General in San Francisco are a case in point, for these burned in the great San Francisco fire of 1906.[2] Thirty years earlier, however, Bancroft had spent a small fortune in listing, abstracting, or copying in full these precious manuscripts. His copies, comprising sixty-three fat volumes, constitute a precious heritage which Bancroft's foresight and business acumen preserved for future generations. These unique records, so carefully selected, are a basic part of the Bancroft Library and are an example of its marvelous resources.

Numerous smaller private collections flowed into the Hubert

[2] A few records pertaining to land matters survived and are now in the National Archives.

Howe Bancroft Library, with the aid of veterans like General Vallejo in the north, Hayes in the south, and many others. With real vision and with great persuasiveness, Bancroft convinced the leaders of his generation that he had the resources and the ability to carry through the program of writing a great history of California. He felt that he was performing a significant public service. The documents came to him, therefore, sometimes cheerfully, sometimes grudgingly, and sometimes not at all. But the final bulk was large; and its importance for the future of California and the West was incalculable.

There is little purpose in this paper to list more of these early collections. To read their names is almost like calling the roll of the great California families of the time — Alvarado, Alviso, Avila, Bandini, Castro, Coronel, De la Guerra, Estudillo, Hartnell, Osio, Vallejo. Sometime in the future we hope to prepare a general guide to these manuscript collections in the Bancroft Library; suffice it, therefore, to mention only these few here.

Bancroft's collecting zeal virtually ended with the burning of his great business establishment in 1886. Thereafter his primary concern seems to have been the sale of his histories and the recouping of his fortune. From the middle 1880's, therefore, until 1905, when his library was purchased by the University of California, there were few additions to it. The same was apparently the case in the early years after it came to the University, but when we remember that the price paid for the Library by the University of California was not included in its regular budget and that an expenditure of $50,000 per year for three years was a bold venture for those lean years, we must hail the courage and vision of President Benjamin Ide Wheeler and the Regents for their action. Dr. John W. Caughey, in his biography of Hubert Howe Bancroft, discusses the growth of the Library in some detail and I recommend his splendid book for further information.[3]

While there were relatively few acquisitions by purchase in the early days, the Bancroft Library was the recipient of innumerable gifts. During the past half century, in fact, its resources have grown tremendously. These later acquisitions are of a different character from the highly selective materials acquired by Bancroft in his day, and the primary purpose of this paper is to describe a few of these newer collections, to obtain a cross-section view of their composition, and to evaluate our present program of expansion.

[3] *Hubert Howe Bancroft, Historian of the West* (University of California Press, Berkeley, 1946).

As a method of procedure, let us examine the larger collections that have come to the Library during the past several years. These often consist of masses of unselected papers, some valuable and some not, often more useful in their general than in their specific value. These include, for example, the Glenn Ranch papers. Through the intercession of friends, a large quantity of the records of this famous old ranch in northern California was given to us. Dr. Hugh J. Glenn migrated to California in 1849 from Missouri. After many adventures, including several trips across the plains to his old home, he began buying land in what is now Glenn County and acquired thousands of acres of good grain land. He became one of the largest landholders in California and one of its greatest wheat farmers. Some idea of Dr. Glenn's operations may be gained from the fact that he nearly succeeded in his ambition to grow one million bushels of wheat in a single year.

The records of the Glenn Ranch are largely accounts such as would be kept in the management of the business, chiefly daybooks, journals, and similar records. An analysis of records such as these may give information on many problems of California agriculture in the seventies and eighties relating to costs of production, yield of crops, white vs. Chinese labor, introduction of labor saving machinery, or the herding of wild geese. Such records, often kept in crude fashion, form a strange contrast to the neat documents of the Spanish occupancy of America, both in form and content, but they are characteristic of the records that were kept in this new era. They are awkward for the librarian to handle and difficult for the researcher to use. The question inevitably arises: "How important are they for posterity?"

A few weeks later there came to the Library a valuable collection of 64 volumes containing original records relating to the San Francisco graft prosecution that figured so largely in California's history between 1906 and 1910, an event commonly associated with the name of Abe Ruef. These records, together with another 37 volumes from the same collection that had previously been given to the University, constitute a vital source of information for affairs in San Francisco in the early 1900's, a time when the city was experiencing a phenomenal growth of about 10 per cent per year. These records are probably the most complete collection concerning this episode in existence. They are of the conventional sort and lend themselves quite readily to use and interpretation. They are vital to anyone studying California's political and social history in the early part of this century.

Still another type of material came to the Library with the gift of the Marcel E. Cerf collection. Cerf, a Californian, was educated in the law and practiced his profession in San Francisco from about 1900 till his death in 1935. His family gave his entire library to the University. His manuscript files and California books were placed in the Bancroft Library. Cerf was a man of wide intellectual interests, orderly and business-like in the management of his affairs. The books yielded nearly 150 new titles to our collection, in addition to some much-wanted duplicates. The manuscripts consist of a portion of Cerf's office files and are of special interest because of their relation to San Francisco during the years when the city was bursting with growing pains, spiritually as well as physically. Of necessity, the material in this collection is specialized, but herein lies its strength, for Mr. Cerf, who was a judge for a number of years, moved in prominent circles and was a man of considerable importance. With the passage of time, we may find that a collection of this nature takes on increased value.

A smaller collection but one of some interest was bequeathed the Bancroft Library by Mrs. Alice Hare, a versatile person, photographer, writer for popular magazines, persistent investigator. Her most active work fell in the decade after 1897, when she traveled among the missions and carried a busy camera. She accumulated a large number of photographs of the missions and of persons and scenes of importance. These pictures, with her notes and clippings, may be of value to many another investigator.

Somewhat farther afield from the usual type of historical record was a collection presented to the library through the influence of August A. Vollmer, former Chief of the Berkeley Police Department, consisting of materials on the application of psychiatry in industrial problems in California, compiled by Dr. Jau Don Ball in the period from 1915 to about 1930. Here are case histories and finished studies that may be of importance. Who can say?

These half dozen collections represent a part of our recent major manuscript accessions. We have also received a good many smaller collections, usually of family papers, from donors whose predecessors came to California decades ago.

This is an outline of the record for the past year.[4] Now let me draw a picture, in broad outlines, of a few of our manuscript collections acquired in previous years.

Advertising of California and her wonders has gone on for generations, and our libraries are bound to reflect the various devices

[4] 1947.

for telling the world about ourselves. Expositions are one of these. They have been a common means of attracting people to the West, as, for example, did the Panama-California Exposition at San Diego in 1915 and the Panama Pacific International Exposition at San Francisco in the same year. The latter was to celebrate not only San Francisco's rebirth and rebuilding following the fire of 1906 but to celebrate the opening of the Panama Canal, full of promise for the port by the Golden Gate. This San Francisco Exposition accumulated tons of records, most of which came to the Bancroft Library a few years ago. In volume they are prodigious, constituting more than 700 linear feet, not to mention the vast quantity of blueprints of the buildings of the Fair, all of which apparently were saved and came with the collection.

A sort of index to these records was prepared under the auspices of the Works Progress Administration in its day. On the basis of it, it is possible briefly to analyse the collection here, though in the most cursory fashion. We find that correspondence of the Executive Office occupies 108 linear feet; Special Events and Celebrations, 18 feet; Comptroller's Files, 28 feet; Jury of Awards, 16 feet; Exploitation (both at home and abroad), 56 feet; Division of Exhibits, 54 feet; Concessions and Admissions, 30 feet; Division of Works, 102 feet; Legal Department, 80 feet; Live Stock (including conventions, exhibits, etc.), 28 feet; Musical Director's File, 8 feet; Hotel Bureau File, 8 feet; Customs and Deliveries, 54 feet; Liberal Arts Department, 16 feet; Historical Records, 16 feet; Educational and Social Economy, 12 feet; Horticulture, 6 feet; Manufactures, 2 feet; Photographic Permits, 4 feet; Concessions, 14 feet; Purchasing, 8 feet; Yachting, 2 feet; Reception Committee, 4 feet; Miscellaneous, 16 feet; plus several other smaller groups.

These records are stored in four-drawer files and in their total quantity constitute a forbidding mass. A number of graduate students have used them and feel that the material should be winnowed, the grain preserved, and the chaff destroyed. The custodian, however, has no machinery for winnowing such a mass, and finds little agreement among his co-workers as to what should be done. Any consideration of the problem does suggest, however, the necessity of a selective policy if the Library is to collect and preserve records that are evaluated by the quality of the individual document rather than by tons and yards of material. There is danger, I believe, in placing emphasis on mere quantity, though that is often done.

When talking about records that must be weighed by the ton, we must mention the Miller and Lux Company papers. Henry Miller, a native of Germany baptized Heinrich A. Kreiser, came to San Francisco in 1850 and went into the wholesale butcher business. He did extremely well. Within a few years he entered into a partnership with Charles Lux, a relationship that lasted until Lux's death a generation later, after which time Miller continued the business single-handed. He died in 1916. These two men bought land in the great interior valleys of California and nearby states until the so-called "Kingdom of Miller and Lux" encompassed about a million acres. The more land they purchased, the more cattle and sheep they had to have; and the more sheep and cattle they raised, the more land they needed. To weather the droughts that came periodically, they undertook irrigation projects and successfully operated one of the great canal companies of their time.

Some years ago, the Company presented to the Library a part of the records of their business from about 1900 to 1920. These consist of cash voucher ledgers, journals, merchandise ledgers, sales books, payrolls, and miscellaneous letter files, totaling altogether a very large quantity. The earlier records of the company's operations, if in existence, are apparently still in private hands.

As will be evident to anyone familiar with the history of the Miller and Lux estate, these business records constitute only a part of the history of the firm and its operations. For a score of years after the death of Lux in 1887 there was a great deal of litigation instigated by Lux's numerous heirs in Germany. The resulting court records are not represented in our collection. They would, of course, shed a vast amount of light on the Miller and Lux "empire" and the part it played in the development of the West.

Outstanding among our collections are the Pardee papers, the gift of Dr. George C. Pardee, Governor of California in 1903-1907. These are the documents bearing upon his campaigns for governor, and the correspondence of his administration, together with various maps, correspondence concerning the East Bay Water District, scrapbooks, and other materials. Neatly arranged and indexed for use, these materials are a most valuable source of information for the history of California in the period before the rise of Hiram Johnson and the men of his generation. Here is a rich vein for the future historical prospector.

Although this is only a bird's-eye view of our manuscript resources, it may give some idea of our problems and resources. Therefore, without attempting the impossible task of listing all of

our collections, let us pass on to our Foreign Archives Materials.

About forty or fifty years ago scholars began to use documents from foreign archives in increasing volume. This was because our predecessors had not realized before then how much there was in these places that might be of value in writing the history of our own country. After the turn of the present century, it became the vogue to consult foreign archives, and all of you know how much this has meant to American historiography. Collections of archival materials of interest to American students were soon copied in quantity; such institutions as the Library of Congress, and the Universities of Texas, California, and others cooperated in this project. These copies were made by typewriter and were subject to pitfalls that are reflected in all typed copies. Nonetheless, they were of great value.

After a few years, scholars demanded more accurate copies than those made by hand. This became feasible first of all with the development of the photostat machine, and even more so with the perfection of the microfilming process. This not only gave the research worker an image of the original which was much superior to the hand-typed copy but enabled him to accumulate larger quantities of records at lower cost. These scientific resources stimulated historical investigation, and today larger numbers of students than ever before are going from country to country to investigate archival resources.

From the first, the Bancroft Library joined in these activities, accumulating thousands of pages of typed transcripts from foreign archives. Many of you have used some of these documents and can testify to their value in your own research. As photostating and microfilming developed, we acquired thousands of pages of documents in those forms. Outstanding in our microfilm library are special collections that have been made in various archives of Mexico, Spain, Holland, Chile, Colombia, Guatemala, Venezuela, as well as in our own country. For the most part these collections are blocks of material gathered by various scholars in connection with their own research. Thus there are the collections of Bolton and Thickens on Sonora and the West Coast Corridor, Borah on the silk industry, King on negro slavery in Colombia and Venezuela, Powell on the Chichimecas, Simpson on the Encomienda System, Sluiter on Dutch expansion, and many others. In cooperation with other centers such as the Library of Congress, Newberry Library, and many university libraries, we have acquired microfilm copies of some of their treasures, a courtesy which we reciprocate.

Recently when the records of the early coastwise trade in San Francisco Bay and the Pacific Coast were sent to Washington from the Customs House in San Francisco, where they had been stored for nearly a century in excellent and accessible condition, we were able to microfilm a few of the records of ship movements in and out of San Francisco in the period between 1849 and 1870. Included in this collection are data on such topics as Foreign and Domestic Ship Arrivals, 1849-1870, Clearances, 1852-1870; Bills of Sale for Ships; and Registers for Coastwise Licenses. This material supplements our collection of Ship Manifests of the San Francisco trade in this period. These maritime records are of interest and importance to the people of the Pacific Coast, and it was with regret that we observed their removal to a distant and overcrowded depository. Few graduate students can afford to go as far as Washington to pursue their investigations.

This observation leads me to propose the establishment of a Federal center for the storage and use of governmental records on the Pacific Coast. No place in the country is more ideally situated with regard to the climatic conditions required for records preservation or for the comfort of students who wish to use records. With the National Archives building long since overcrowded and the population of the West Coast expanding at an unprecedented rate, it seems logical that the Government should establish depositories or archival centers in the West.

Microfilming is thus a vast new field that is rapidly assuming first-rate importance. Well-selected source materials are not exhausted by one scholar, but are of use to generations of investigators. This fact makes it important for the Bancroft Library to continue its policy of gathering from foreign and other depositories those documents that relate to California and the West in particular, as well as to those old provinces of Spain that later became a part of the United States or have close contact with our nation.

The Bancroft Library, as these brief notes may indicate, is a repository of extremely divergent sources. It has innumerable facets of information. Today its problem is to determine the direction of its development; to shape a policy that has meaning for our generation and which may be significant for the future. Shall we collect everything relating to California, whether it be snapshots of missions or documents relating to migrant labor, development of railroads, highways, petroleum, maritime history, the cattle industry, or case histories in the use of psychiatry in industrial relations? After a half century of heterogeneous growth, it may

be necessary and inevitable that an arbitrary decision be made. It seems to me that here, in a policy of selection, lies the real future of the University of California's Bancroft Collection, for if we are not able to devise means of selecting and keeping what is relatively more important, we shall find ourselves so burdened with pulp that our system of record keeping will break down altogether.

History and Program of the Mississippi State Department of Archives and History[1]

By WILLIAM D. McCAIN

Mississippi State Department of Archives and History

THE Mississippi State Department of Archives and History was established largely as a result of the efforts of Dr. Franklin L. Riley, professor of history at the University of Mississippi and secretary of the Mississippi Historical Society. Riley received his doctor's degree at Johns Hopkins University in 1896 and went to the University of Mississippi in 1897. In the following year, he was asked to become secretary of the inactive Mississippi Historical Society, which had been incorporated by the Legislature in 1890.

Immediately and energetically undertaking the task of reorganizing the Society, Riley issued a call for annual meetings and made plans to begin publishing historical papers. Two years later, the Society prevailed upon the Legislature to create a Historical Commission to investigate the historical situation in the State and to make such recommendations to the next session as might be desirable. General Stephen D. Lee, president of the Society, appointed Riley chairman of the Commission.

In 1902 the Commission submitted a printed report of 394 pages recommending the establishment of a state-supported Department of Archives and History, which should contain a museum, an art gallery, and a library. The result was that on January 14 Governor A. H. Longino sent a special message to the Legislature requesting consideration of a bill to establish such a department. The bill, together with a companion appropriation measure for $7,400.00, passed both houses and was signed by the governor on February 26. The act provided that the Department of Archives and History should be under the control of a board of nine trustees chosen, with the consent of the Senate, for six-year terms from

[1] Paper read at the annual meeting of the Society of American Archivists held at Raleigh, N. C., October 29, 1948.

the membership of the Mississippi Historical Society. The executive head of the Department was a director elected by the Board of Trustees for a six-year term. The act set forth the objects and purposes of the Department as follows:

> . . . the care and custody of official archives, the collecting of materials bearing upon the history of the State and of the Territory included therein, from the earliest times, the editing of official records and other historical materials, the diffusion of knowledge in reference to the history and resources of this State, the encouragement of historical work and research and the performance of such other acts and requirements as may be enjoined by law.

The Board of Trustees met in Jackson on March 14, 1902. The leading candidates for director were Charles H. Brough and Dunbar Rowland. The latter was elected by a vote of five to four. Brough was reputed to have been so disappointed at his defeat that he moved to Arkansas, and he later became governor of that State.

The Department was given quarters in the Capitol, and Rowland immediately began taking over the noncurrent records of the State government, most of which were piled in the corridors of the building. He soon found that the records had suffered great loss and damage by the usual carelessness and indifference, by war and reconstruction, by a sojourn in the State penitentiary, and by having been moved at various times when the State government migrated from Natchez to Washington, Columbia, Jackson, Meridian, Enterprise, Columbus, Macon, and back to Jackson. He also recovered from the Masons a great mass of Confederate military records which had been given them in 1863 for safekeeping. The Masons had feared to disclose the location of these records during the Reconstruction period, for the Republican-controlled national government would have used them in its efforts to disfranchise native white men of the State, and eventually they were forgotten. They were turned over to the Department in 1903 after having been hidden for forty years.

The Department was moved into the New Capitol on its completion in 1903, and Rowland worked with great energy and persistence for almost ten years in sorting, cleaning, and arranging the records in a practical classification scheme. Upon the completion of this process, he issued a guide to the collections.

The Board of Trustees early instructed the director to establish a museum, which soon overflowed into the corridors and open spaces of the first floor of the Capitol, and to establish a hall of fame for the portraits of distinguished Mississippians. The collec-

tions of the Mississippi Historical Society, largely accumulated through the efforts of J. F. H. Claiborne, were transferred to him. These provided an excellent basis for a private manuscripts collection, a newspaper collection, and a library of Mississippi books and pamphlets.

Rowland seems to have planned to accumulate a large collection of printed material concerning the State. He reported in 1903, as follows:

> In collecting materials bearing upon the history of Mississippi, printed sources should be carefully gathered and preserved. There has been no systematic effort heretofore made in that direction, and I regret to report that, outside the official publications of the State . . . there are not over twenty books devoted to Mississippi matters in the State Library.
>
> With the exception of Supreme Court reports, Codes and Digests, there is not a complete set of the official publications of Mississippi in the Capitol. . . .
>
> This Department should be provided with full sets of official publications from 1799 to date — all books, pamphlets and broadsides relating to Mississippi and all writings of the authors of the State.

In addition to the duties and work enumerated, Rowland found time during his first ten years as director to have fifty-three large volumes of transcripts of British, French, and Spanish records made for the Department. He compiled a four volume set generally known as the *Encyclopedia of Mississippi History*, which was published privately in 1907. Officially he compiled, edited, and published three volumes of the *Official and Statistical Register of the State of Mississippi*, two volumes of provincial and territorial archives, and twelve excellent annual reports, altogether some 8,077 pages. He also had time for several local, State, and national movements and controversies, one of which possibly resulted in the suspension from duty of the Adjutant General of the United States.

After 1912 Rowland seemed to lose interest in acquiring State archives, private manuscripts, or printed materials, and in placing in order anything which drifted into the Department. No departmental reports were issued after 1913. Apparently the Board of Trustees and the Mississippi Historical Society, which he took over, held no meetings after 1914. He appears to have devoted the remainder of his life to writing, editing, and publishing.

There were probably many reasons for Rowland's change of attitude. He became engaged in a controversy with the Legislature in 1912, which grew so heated that Senator Frank Burkitt struck him with a cane. No appropriation for the Department was made at that session, and the governor had to borrow money to keep it

open. There was no more space for acquisitions, and Rowland failed in every effort to get larger quarters. His salary was inadequate, and he could augment his income from the sale of publications. The influence of Franklin L. Riley was removed when he left the State in 1914.

Whatever the reasons for emphasis on publication after 1912, Rowland was prolific and successful in that field. During the next twenty-three years, he and Mrs. Rowland wrote, compiled, and edited thirty-five volumes containing some 20,525 pages, and issued numerous pamphlets. The most important of these publications, thirty-one volumes of which were published at State expense, were the letter books of W. C. C. Claiborne and the letters and papers of Jefferson Davis.

Dunbar Rowland died on November 1, 1937, after more than thirty-five years as director of the Department. The editor of the Jackson *Daily News* expressed the view of most informed citizens of the state when he wrote of him: "Dunbar Rowland was . . . often austere and dignified. . . . Dunbar Rowland was an old-fashioned Southern gentleman. . . . Dunbar Rowland was . . . an excellent writer of history. . . . He wore his life out on his job." The Board of Trustees, meeting apparently for the first time in twenty-three years, chose Mrs. Rowland to serve as director until December 31.

The author was elected to begin a six-year term as director of the Department on January 1, 1938. He slipped into Jackson at 5:00 o'clock that morning; before he could get to sleep the telephone started ringing; he had to begin his duties on that holiday. The telephone has been ringing ever since. There have been no holidays, except for a period of military service during which Miss Charlotte Capers very capably administered the Department. There are times when he has a faint nostalgia for the simplicity, security, and obscurity of the Army.

After a careful investigation of the Department, the director concluded in 1938 that it should continue to operate on a much wider scope than simply as a State archive. No matter what program was adopted, the fact remained that there was no available space for storing extensive collections of any nature. Even after the removal of the Department to the new War Memorial Building early in 1941, space was still inadequate.

In regard to records of the State government, we decided that small and valuable groups would be accepted, pending a solution of the space problem. So far we have acquired the inactive Con-

federate pension records and a large number of bound volumes from the Auditor of Public Accounts, collections of bound volumes from the Attorney General and the Supreme Court, the files of various defunct agencies, and numerous miscellaneous records. There are other State records which should be in the Department, but they will have to await the acquisition of adequate quarters. The fact should be mentioned that, in no circumstances and at no time in the future, do we intend to become a filing agency for the various departments of the State government.

Immediate steps were taken to increase the private manuscript collections of the Department and to arrange and inventory those which had accumulated. We have added some 350 collections, as well as thousands of miscellaneous items. Almost all collections have been sorted, arranged chronologically, and inventoried. We are still working, however, on the papers of the Bank of the State of Mississippi, a large and valuable group which was acquired in 1912.

Despite the stated intentions of the first director, little effort was ever made to collect books, pamphlets, and broadsides pertaining to Mississippi. Only a few dozen books and a few hundred pamphlets of that nature were found in the Department in 1938. We decided that the library should contain (1) such necessary tools as bibliographies, guides, and encyclopedias; (2) publications of various historical societies and departments; (3) genealogical publications of interest to Mississippians; and (4) every book and pamphlet which in any way related to Mississippi. During the past ten years, we have added more than 10,000 books and pamphlets pertaining to the State, and we have merely scratched the surface in regard to pamphlets. For instance, last December we bought 800 religious pamphlets at ten cents each, and some of them were Confederate imprints. This month we picked up one collection of 200 Masonic pamphlets. There are thousands of items for which we still search and which we will find. We also employed a trained librarian to catalog the library.

The museum has been permitted to remain in a dormant state on the first floor of the New Capitol. We hope eventually to take over the Old Capitol and turn it into a real State museum under the direction of a trained person. The Hall of Fame was moved into the War Memorial Building, but it is now completely under the direct jurisdiction of the Board of Trustees. The director does not even make recommendations concerning it.

The publication policy of the Department was changed radically

in 1938. No official and statistical register had been issued for ten years, and this year that duty was legally transferred to the Secretary of State. The money which had been going to publication was diverted to the purchase of equipment, books, and manuscripts. The Department, in compliance with law, started issuing a biennial report on its work. Within a year we started the publication of the quarterly *Journal of Mississippi History*, which is now in its tenth volume. Although we may eventually publish documents, any other publications in the near future will be guides and bibliographies. The director no longer derives any income from the sale of publications.

A great deal of attention has been given to methods, other than those already suggested, of increasing the efficiency of the Department. Our large accumulation of newspapers presented a great problem. We neither knew what we had nor how to find it. With the help of the Historical Records Survey, we compiled and published a checklist of every newspaper in the Department. The demand for information from Confederate military records was so great that we were forced to index them, producing an index of some 150,000 cards. Great masses of typewritten accounts of Mississippi events and persons, mimeographed information, newspaper clippings, broadsides, dodgers, pictures, illustrations, notes, advertising folders and leaflets, and other ephemeral material were stacked in boxes, drawers, and corners of the Department. We finally decided to file such material by subject in legal-size steel file cases. This file has grown to 10,000 folders containing some 75,000 items. Because of the continual demand for information about people, two years ago we started an index to various printed volumes containing biographical material and to manuscript volumes of registers of commissions, censuses, and tax rolls. That file now contains about 100,000 cards. We also acquired indexes to the laws passed from 1817 to 1904 and to the records of the Supreme Court.

We found that the correspondence of the Department from 1902 to 1937 had been filed by three-month periods in manuscript boxes. This system made searches for previous correspondence impossible. We refiled this entire group in one simple alphabetical file, at the same time removing from it some 5,000 newspaper clippings, broadsides, biographical and historical sketches, pamphlets, and originals and copies of private manuscripts. The previously mentioned Confederate pension records were received in 82 alphabetical county files. In violation of standard archival practice, we re-

filed these records in one alphabetical file. These and other efforts at efficiency are conservatively estimated to be equal to the services of three competent employees.

Our personnel problems have been relatively simple. In the beginning, low salary scales prevented the employment of trained workers. We decided to adopt a policy of employing young women of good family background, who were college graduates, who had majored in history or English, and who could type. Each of these is given careful training and supervision. Despite the fact that our annual salary scale now ranges from $2,100 to $6,500, that policy has been so successful that we contemplate no change.

We have tried to do everything possible to give the public prompt, efficient, and courteous service. Our records show that during the past 129 months we have written 33,118 letters and have had 35,951 registrations of researchers. There are times when we wonder if we have overemphasized this feature of the work, for it forces us to neglect our efforts to increase the collections and the efficiency of the Department.

We have always given special attention to public relations, also to the neglect of other vital duties. There are times when the director finds himself attending so many meetings, serving so many organizations, and trying to make so many speeches that he does little else. During 1941 he accepted 100 speaking engagements throughout the State. Fortunately the war curtailed that schedule, but during the first six months of 1948 the same rate was again reached. The speeches have now been reduced to three or four a month. Special attention is devoted to good relations with various organizations in the state and with the newspapers. These activities have resulted in many donations to the Department and undoubtedly much support in its efforts to grow and increase its efficiency. For instance, good relations with the Daughters of the American Revolution brought us microfilms of the Federal censuses of the State for the period from 1830 through 1880. The interest of a large corporation resulted in our getting without cost 78 rolls of microfilm of the records of the State Land Office. Friendly relations with the owners of the largest and oldest daily newspaper in the State recently acquired us the entire office file of that paper. During the past ten years, the appropriation of the Department has been increased by 471 per cent. So far careful attention to public relations has paid dividends in Mississippi.

Time does not permit references to many other things, such as the encouragement of local historical work and societies; plans in

regard to microphotography, particularly for newspapers; the erecting of historical markers, for which we now have an appropriation of $9,000; plans for archival and historical progress which will grow out of the erection of a new State Office Building and the vacating of the Old Capitol by State agencies; and numerous other matters and experiences. We have had some small successes in a State which is not wealthy enough to do everything that should be done in regard to its records and history. We have made mistakes and have had our share of failures and disappointments. The days are never long enough for all the things which need to be done. The weeks of the year are far too few for the tasks which face us.

In closing, I would like to emphasize that we are ever mindful of the fact that State agencies in Mississippi are created to serve the people and that the salaries of public servants come from the pockets of the taxpayers of the State.

The National Library as the National Records Depository for Wales

By EVAN D. JONES

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IN the first number of this journal there is a brief note by Mr. L. Herman Smith on the National Library of Wales with special reference to manuscript repair. There the number of documents in the library is given as about 150,000. Today the number is estimated to exceed 3,500,000. By now it is evident that the chief significance of the National Library of Wales in the history of archive preservation is that it is an example of a national library which has virtually become the *de facto* records depository for the nation. There is no fundamental objection to the housing of a nation's books, and literary and historical manuscripts, and the records of its various activities throughout the ages, under the same roof. Indeed, in small states which cannot afford the luxury of a multiplicity of national institutions, there are strong arguments for such an arrangement. The circumstances which led to this development in Wales may not have their parallels anywhere else, but the example of the National Library of Wales may merit attention from librarians and archivists in other parts of the world. The fact of Welsh nationhood may be obscured to many by its lack of political independence. Though this circumstance has an important bearing upon the character of Welsh archives, in that we have no series of records of various branches of a national central government, the foreign observer cannot visit the Principality without soon realising that here is a separate nation, and not a people showing a few peculiarities, which could be explained by their immediate environment. Historically, the strongest single agency in the persistence of Welsh nationhood has been the survival of its Celtic language as an effective spoken and written vehicle for the transmission, from generation to generation, of the essence of nationality, in spite of all the difficulties placed in its way and the efforts made to have it officially exterminated. Had the language disappeared at the close of the Middle Ages, Wales could today have been dismissed as a region or a large peninsula on the western seaboard of England

with no claim to the status of nationality. Then, indeed, the term National Library of Wales would have been a misnomer.

In order to understand the background of the development of the National Library of Wales as a records depository it is necessary to consider briefly some aspects of Welsh history and of the economic condition of the Principality. It is made up of thirteen counties, most of them small and poor. There are at least six counties in England where the rateable value of each single county, or part of a county, exceeds the combined total for the thirteen Welsh counties, and of the total rateable value of Wales, one half is accounted for by the two counties of Glamorgan and Monmouth. In five Welsh counties, the rateable value of each is less than £200,000. This means that, whereas a large number of English counties can establish and maintain efficient county record depositories, it is doubtful whether more than two Welsh counties could do so with any hope of real success. More than two could maintain a small archive staff sufficient to ensure the proper preservation and arrangement of official county records, but the temptation in a small country is to imitate the more powerful neighbour in all things. The archivists are generally trained in England and when they are appointed to posts in Wales they begin to invite the deposit of family muniments, even before they put their own houses in order, simply because they had seen the wealthier English counties setting up well-equipped record offices which attracted the deposit of collections of family papers and local records, without realising that the circumstances are entirely different in Wales, and that the proper care of official county records is as great a burden as any Welsh county can bear. The smaller counties know that they cannot even do that much, and other counties are likely to follow the lead of Cardiganshire and Pembrokeshire in depositing their older official records at the National Library. The National Library of Wales has become a records depository by the driving force of circumstances and not by any *a priori* planning. As a matter of fact, some of the founders of the National Library were also advocates of the establishment of a Public Record Office for Wales as a separate institution, but that was in the spacious days before the 1914-18 war, when a Liberal government, strongly supported in Wales, was able to satisfy a number of Welsh cultural and religious aspirations. Those days were soon to be numbered, and the creation of a separate Record Office for Wales became a remote dream. At the same time, the need for a suitable home for a large number of collections of Welsh records became acute, and they were na-

turally drawn to the most suitable building in the Principality, a modern library planned on liberal lines and equipped for the custody of a nation's literary and historical treasures.

The custody of records in Wales had been sadly neglected until the present century. We have seen that the nation has never experienced the discipline of a unified national state, and that there was no long unbroken series of national archives to demand proper accommodation. The princes of North Wales did attempt the creation of a single state, under the overlordship of their house, in the thirteenth century. Llewelyn ab Iorwerth and Llewelyn ap Griffith, his grandson, were able for short periods to extend their power over a considerable proportion of the land, but their writs did not run throughout the entire territory. The local loyalties of a society emerging from a tribal organisation were strong, and much of the march land was in the hands of the Norman feudal lords and their descendants. The power of the princes of Gwynedd, or North Wales, was shortlived, and the records of their households and chanceries have disappeared. For a short period, in the early years of the fifteenth century, Owain Glyndwr held the greater part of Wales under his sceptre, but his reign was even shorter than that of the Llewelyns, and the archives of his administration have also vanished. There never was a capital city nor a central depository for records in Wales, and during the middle ages buildings which could protect archives from the hazards of fire, damp, and war, were very few. After the fall of Llewelyn ap Griffith in 1282, Edward I took over the Principality, and introduced the shire system. Administration was centered in Caernarvon for the three counties of Gwynedd, in Chester for Flint, and in Carmarthen for the two counties of West Wales. The remainder of the country was left in its state of division into palatinates and marcher lordships of varying sizes. Some of the records of the exchequers of Caernarvon and Carmarthen have been preserved and are in the Public Record Office. Records of fiscal administration have survived in greater number than the records of judicial proceedings, but the body of records preserved from medieval times from the feudal lordships is exceedingly small. The Edwardian settlement of Wales lasted with little change until the so-called "Act of Union" of 1536. The chief innovation of the intervening period, from the point of view of record making, was the establishment of the Court of the President and Council in Wales and the Marches. Unfortunately, the records of this court have been dispersed and are largely lost. The shire system was extended to the marches, in 1536, under an Act

of Parliament entitled "An Act for Laws and Justice to be ministered in Wales in like form as it is in this Realm." This very-badly-drafted measure, full of contradictions, hardly conceals the evil intent of the unscrupulous henchmen of Henry VIII to reduce Wales into a geographical expression. They succeeded in depriving the Welsh language of its official status and in giving rise to that hideous expression "Wales and Monmouthshire" by linking that newly-created county with the English assize system, whereby writs touching Monmouthshire issued out of Westminster. Four other counties were created by the same Act. They were those of Denbigh, Montgomery, Brecknock, and Radnor. For the convenience of suitors and officers of the Crown, chanceries and exchequers were established in the castle of Brecknock for Brecknockshire and Radnorshire, and in the castle and town of Denbigh, for Montgomeryshire and Denbighshire. The distance of the new shires from London is the reason given for these establishments. The King's Great Sessions in Wales appear in 1541, and it is clear that the constitution of the four Welsh circuits of these Courts had been established some time before Parliamentary sanction was obtained by the passing of the "Act for certain ordinances in the King's Dominion and Principality of Wales" in 1543. The twelve shires (Monmouthshire had been separated from the thirteen) were grouped in four circuits, (1) Denbighshire, Flintshire, and Montgomeryshire; (2) Caernarvonshire, Merionethshire, and Anglesey; (3) Radnorshire; Brecknockshire, and Glamorganshire; and (4) Caermarthenshire, Pembrokeshire, and Cardiganshire. Each circuit had its own prothonotary "for the making of all judicial process, and for the entering of all pleas, process, and matters of record." The records for each county were separately filed, but there were certain books and papers which related to each circuit as a whole. The records of the Courts of Great Sessions, which later developed an equity side, throw valuable light on the history of Wales for nearly three centuries. The prothonotaries were charged with the preservation of the records, and it must be said that they carried out their responsibilities in this respect better than any other class of custodians of Welsh records.

In 1830, by "An Act for the more effectual administration of Justice in England and Wales," the Courts of Great Sessions were abolished in spite of the opposition of all but one of the Welsh Members of Parliament, the majority of the judges, counsel, attorneys, and suitors, whose evidence had been called by Royal Commission, and against the tenor of all but one petition received by

Parliament. Henceforward, the twelve counties judicially joined Monmouthshire within the orbit of the English circuit system. The Act directed that the records of the dissolved Courts, until otherwise provided by law, should be kept by the same persons and in the same places as before the abolition of the Welsh courts, but that in the event of the death of custodians, custody was to be with the Clerks of the Peace of the several counties to which the records should respectively belong. So did Wales lose what was practically a national institution, and its records were left scattered between the offices of prothonotaries, whose functions had come to an end, and the shire halls, which had no good record for archive preservation.

General interest in the preservation of Welsh records does not appear to have arisen until the nineteenth century. Indeed, the earliest comprehensive survey of public records in England was not made until the year 1800. Returns by Welsh Clerks of the Peace to the Select Committee on Public Records in that year show the effects of great neglect of custody in earlier centuries. The earliest records said to remain in the custody of the Clerk in the different Welsh counties were dated as follows: Anglesey, 1768; Brecknockshire, 1686; Cardiganshire, 1747; Carmarthenshire, 1729; Caernarvonshire, no date given, but this is by far the best county in Wales from the point of view of record preservation, as it is the only county which can show Quarter Sessions records remaining in official custody from Tudor times; Denbighshire, 1650; Flintshire, 1748; Glamorganshire, 1719; Merionethshire, 1733; Monmouthshire, no date given for sessions books and files, other papers, 1795; Montgomeryshire, 1707; Pembrokeshire, 1783, and Radnorshire, 1770.

The Honourable Society of Cymmrodorion, which had taken a prominent part in advocating the proper preservation of Welsh records, in 1821 reported that "the fruits of their labours . . . are sufficient to encourage the hope that by an earnest perserverance in the scheme on which they have embarked they will lay the foundation of a Depository for Records of no inconsiderable value in elucidating the Antiquities of Britain." The Cymmrodorion at this period, however, were more interested in collecting and preserving literary manuscripts, and their collection was presented to the British Museum in 1843. In 1838, the Public Record Office was established in London, and in the following year an Assistant Record Keeper, William Henry Black, was sent to Wales to examine the records of the Courts of Great Sessions. His report, printed in the

First Report of the Deputy Keeper of the Public Records, 1840, suggested four possible courses for the better regulation and custody of the records which he saw at Chester, Welshpool, Ruthin, Caernarvon, Dolgellau, Brecon, Presteign, Cardiff, Carmarthen, Cardigan, and Haverfordwest: to collect the county records to the central or principal places within the late circuits; to deposit all the North Wales records in Chester Castle; to collect the South Wales records into one repository; to let them remain in their present custody but placing them under uniform regulations for custody, and under a strict system of reporting and visitation; or to remove them all to London. He reported strong opposition to the removal of records from North Wales. No action was taken until the year 1854 when the Master of the Rolls signed warrants for their removal to the Public Record Office, in spite of protests from the Welsh counties.

For the next half century there was a steadily-growing agitation for the establishment of a national library, museum, and record office for Wales. The National Library and National Museum were established by royal charter in 1907, the former at Aberystwyth, and the latter at Cardiff. The primary object of the National Library, as defined by its charter, was to be the collection, preservation, and maintenance of manuscripts, printed books, etc., especially manuscripts, printed books, and other works composed in Welsh or any other Celtic language, or which related to the antiquities, language, literature, philology, history, religion, arts, crafts, and industries of the Welsh and other Celtic peoples. It was also to collect all literary works written or printed in whatsoever language, on whatsoever subject, and wheresoever published, which might help to attain the purposes of Welsh educational and cultural institutions. The latter object was aided appreciably by the extension of the copyright privilege to the Library in 1911, a concession which materially strengthened the position of the National Library as an institution for research in Wales.

In 1909, the subsidiary files from the offices of the prothonotaries of the various circuits of the Court of Great Sessions, of date later than 1660, which were condemned as being of insufficient value to be preserved in the Public Record Office were offered to the National Library as an alternative to their destruction. They were readily accepted and became the first fruits of the Library's collection of public records. In October 1910 a commission was appointed to inquire into, and report on, the state of the public records and local records of a public nature of England and Wales.

Between 1912 and 1919 it published three reports which have considerable bearing on the custody of Welsh records. The first report advocated the establishment of a general repository for Welsh records in Wales, and recommended the return to this proposed repository of all Welsh records transferred to London since 1838. A member of the commission, Mr. Llewelyn Williams, M.P., introduced a bill into Parliament to implement this recommendation, and several towns in Wales drew up their cases for the privilege of providing the site for the proposed new national institution. But nothing came of the recommendation, though the commissioners repeated it with greater emphasis in their third report in 1919. They urged that the Public Record Office for Wales should be established without further loss of time, and that certain classes of local records, such as those of town trusts and other statutory authorities, the early records preserved in the district probate registries, early title-deeds and other estate records relating to the Welsh dioceses should be transferred to the Public Record Office for Wales.

Most of the records which the commissioners had in mind in 1919 are now deposited in the National Library of Wales. The Welsh Church Act of 1914, by which the Anglican Church in Wales was disestablished, had provided for the lodging in the National Library of the residue of such books and documents (that is, records relating to the property vested in the Commissioners of the Temporalities of the Church in Wales) when no longer required by them for the execution of their duties under the Act. Now that the Commission has been dissolved since 1947, all these records and those created by the Commission during its thirty-three years' duration have been placed in the National Library. In 1944 the Church in Wales placed on deposit in the National Library all the older episcopal, diocesan, and chapter records hitherto preserved in the cathedrals and diocesan registries of the four old Welsh dioceses of St. David's, Llandaff, St. Asaph, and Bangor. This decision on the part of the Representative Body of the Church in Wales is a landmark in the history of British Archives. The vast collection of historical records accumulated at the ancient centers of the oldest institution in the Principality now became available for the first time at an established and central place of research. These records date from the year 1397, but there are serious gaps until about the year 1660. The conditions of the deposit envisage the collection of church records which have strayed out of official custody, and a development in the centralization of ecclesiastical

records of a local character including the older parish registers, a large percentage of which are in need of repair and rehabilitation. The records of the Church in Wales are now assured of that scientific protection and arrangement which in a poor community can only be provided by a state-maintained institution which is primarily concerned with the preservation and care of parchment and paper. And in this connection should be mentioned the generosity of the Pilgrim Trust which has made substantial grants towards the cost of repairing the damage inflicted by the vicissitudes of time and the natural enemies of paper and parchment upon this important body of records.

The deposit of the Church in Wales records was logically followed by a direction issued by the President of the Probate, Divorce, and Admiralty Division of the High Court of Justice, with the consent of the Lord Chancellor, for the deposit in the National Library of all the Welsh ecclesiastical probate records prior to the year 1858 which were in the muniment rooms of certain district probate registries of the High Court. Until 11 January 1858, jurisdiction over wills or administrations of the estates of deceased persons in Wales had been vested in the episcopal courts, with the one solitary "peculiar" court of Hawarden which was exempt from the jurisdiction of the Bishop of St. Asaph, and the records were kept in the diocesan registries. It is only right to add that the officials in charge of the district probate registries were particularly helpful in this move. They were more conscious than any research worker that the facilities offered by the National Library would make the records much more open to research than their limited space and resources could allow. No district probate registry, for instance, could furnish photostat copies as photostat installations are confined to the Principal Probate Registry. A third class of records once preserved in the diocesan registries has been received into the National Library in the form of instruments of tithe apportionments with maps for all Welsh parishes except those whose tithes had been impropriated. These tithe records were received under a series of directions by the Master of the Rolls in 1945. The Master of the Rolls had placed the National Library on the list of approved depositories for manorial records as early as 1926.

These deposits of local records by official directions have gone far towards the recognition of the National Library as the national records depository for Wales. His Majesty's Treasury has acknowledged the services rendered by the Library as a records repository by the allocation of a proportion of the annual grant-in-aid for

this purpose. The official deposits were the culmination of a process which had been going on for over thirty years. The first large deposit of deeds and documents, over thirty thousand items, was made by a firm of solicitors from Haverfordwest in 1915. By today the roll of depositors of documents and family and institutional records in the National Library numbers two hundred and eighty four. The roll includes names from the highest ranks of the nobility as well as those of owners of more modest estates, firms of solicitors and estate agents, trustees of estates, educational, cultural, social, and industrial institutions, associations, and concerns, ecclesiastical bodies, nonconformist unions and individual churches, and county, urban, rural district, parish and town councils. There is no evidence of slackening in the flow of deposited collections into the National Library, and the current *Annual Report* records a high level of intake. The arrangement whereby owners can deposit their records at the National Library without sacrificing their rights of ownership appeals to custodians having only a life interest in them. The pressure of taxation, resulting in the shutting down or the conversion to other purposes of the old country houses, makes it necessary for many old-established families to look for suitable accommodation for their family papers, and in Wales there is no building comparable with the National Library as a home for evicted records. Each collection is kept separately and its integrity maintained. Typewritten schedules are prepared giving the gist of the purport of each item in the collection. The schedules serve as receipts for the owners and as guides to the contents, thereby making them available for purposes of historical research. In most cases depositors find that the information contained in their collections becomes really available to them for the first time when they receive fom the Library the volumes of schedules describing their papers. As six copies are generally prepared, libraries situated in areas covered by the documents are given copies of schedules of those collections which most closely concern their users.

The schedules are the primary keys to the deposited collection. Hitherto, and this situation is likely to continue for many years, it has not been possible to print these schedules for a more general distribution. Full calendars of certain collections were published before the volume of accessions had outrun the ability of the manuscripts and records staff, though the number has been increased from seven to fourteen, to catalogue them except in a summary way. Three volumes have been issued in the series of *Calendars of Deeds and Documents*, "The Coleman Deeds" in 1921, "The Crosswood

Deeds" in 1927, and "The Hawarden Deeds" in 1931. In the class of family papers and correspondence a *Calendar of the Wynn (of Gwydir) Papers*, 151-1690, was published in 1926, and a *Calendar of the Clenennau Papers* [1485-1622] in 1947. There are, of course, manuscripts and records of interest to archivists in the National Library's general collection of manuscripts. Reference guides to the first eight thousand of these manuscripts are the *Catalogue of Manuscripts*, Vol. I, 1921, and the *Handlist of Manuscripts* which is issued as a supplement to the National Library of Wales *Journal*, a half yearly publication which is now in its sixth volume of four parts each. Eleven parts of the *Handlist* have been issued to date. The *Journal* itself is planned to particularize the resources of the Library and descriptions of deposited collections form a regular feature of each part. Brief descriptions of accessions are printed in the Library's *Annual Reports* presented to the Court of Governors at its October meetings.

The economic advantages of the concentration of a small nation's records in close proximity to a national copyright library are becoming increasingly more obvious. The copyright privileges together with the other resources of a national library provide the necessary illustrative and reference materials. Modern equipment necessary for the efficient functioning of both library and record office is expensive and it becomes uneconomical to duplicate it. The National Library of Wales is the only library in the Principality which can offer the advantages of a bindery staffed by experts in the repair of fragile documents and in fine binding; a photographic studio which is equipped with a photostat apparatus, photographic cameras, a Recordak Microfilming Unit, and ultra-violet ray cabinets; and a printing shop; in addition to the usual departments of a public library. The processes developed at the National Library's bindery have been described in the first number of THE AMERICAN ARCHIVIST. When that article was written the bindery staff consisted of Mr. C. Hanson and his son and daughter but by now this number has been increased to eight. In addition to repair and binding the staff now produces all the containers used in the Department of Manuscripts and Records, the leatherboard boxes having given way to cloth covered millboards.

The most reasonable archive policy in Wales would be for the different counties to rely still more upon the facilities offered by the National Library and to deposit their more valuable records here, taking advantage of the comparatively cheap processes of microphotography and installing microfilm readers in all their central

buildings and branches in the interest of local research. The well-being of ancient records would be better attended to in a national institution and their availability to the world of scholarship would be increased. This is well exemplified by the action of the British Mission of the Church of Jesus Christ of Latter Day Saints in maintaining two of their microfilm cameras in the National Library for the filming of Welsh genealogical records for their library in Salt Lake City.

The provision made by the architect of the National Library in 1909 for the housing of its manuscripts and records in a central block in the building scheme has now been exhausted. The floors below and above the "manuscript bays" mentioned by Mr. L. Herman Smith have been filled to capacity, and suites of rooms on the ground floor of the administration block have been appropriated for the ever expanding records intake. The Library's Council has, however, earmarked land adjoining the main buildings for the erection of a records depository. Private deposit is likely to continue to grow for some years to come, and the recent official deposits point the way for future development on the same lines for preservation of the Welsh records of nationalized industries. Welsh opinion has never accepted as irrevocable the removal of the Courts of Great Sessions records to London, and ever since 1855 historians have deplored the step then taken, and have called for their return. These records have not been used to any appreciable extent, and much valuable material for the history of administration and judicial proceedings in Wales has consequently been withheld from Welsh historians. The return of the records to the National Library of Wales would materially help to stimulate research into general and local Welsh history. There are also other records removed from Caernarvon and Carmarthen to London which could be returned to the advantage of historical research in Wales.

Around the National Library's grounds lies the new campus of the oldest constituent college of the University of Wales, the only one which is styled *The University College of Wales*. It is generally admitted to be one of the finest college sites in the world. It would be a triumph of educational statesmanship in Wales if provincial jealousies could be overcome, and an Institute of Advanced Studies in Celtic subjects and in Welsh History established here alongside the National Library, with its unique collection of Welsh manuscripts and books, its copyright privileges, and its records wing.

The President's Page

By PHILIP C. BROOKS *Natural Security Resources Board*

IN his presidential address at Raleigh in 1948 Dr. Crittenden referred to a shift of emphasis within the archival field which indicated that the profession's scope is bigger and broader, and offers more challenging problems, than could be seen some years ago. In the history of archival development, shifts of emphasis from one phase to another have occurred in various countries and in varying patterns. The recent shift here is only one phase of this broad development. And such a trend does not mean abandonment of the field from which emphasis is removed. We have not completely lost, for example, that close association with the organized historians which was so evident when this Society was established, though in my opinion we have let it become too nearly dormant.

We must remember, however, that a primary goal of a group such as this Society is to provide free exchange of opinion in its professional field and to insure a balance among various emphases that arise from time to time. We have a fulcrum with which to achieve that balance in the statement of objectives in our constitution. When we gather or write in the name of the Society our primary interest is "to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." The specific mention of "archives and historical manuscripts" in another section of the constitution underlines our basic interest in noncurrent records of enduring value, governmental or other. It is to promote that basic interest that archivists have a legitimate "concern in records administration" (to use the title of a paper I wrote in 1942, which I still believe quite valid). They also have a concern in the historian's approach to archives and historical manuscripts, in the genealogist's use of them, and in other closely allied fields. But the relationship is seldom wholly that of one group of persons to another. Most of us in the Society individually have experience or competence in two or more of these related fields, as well as in the strictest sense of archival economy, and we cannot easily split our personalities.

This need for balance and for a long-range point of view was the main impression that was made on me by the quite active discussions at the Quebec meeting. The vigor and earnestness of those discussions is a healthy thing for such a society. But we need an even more dependable fulcrum than our constitution provides, one that will "help us keep our perspective and maintain and plan a well balanced program." Those words are quoted from Dr. Crittenden's presidential address, in his proposal that the Society establish a long-range planning committee, to "make a thorough and careful study of what has been done in the field of archives and of what ought to be done in the future" and "to bring in . . . recommendations as to general policy over the longer period." It was not feasible to set up this committee last year, but it has now been established, with Dr. Crittenden himself as chairman, and a membership representative of various fields of interest. I have high hopes for its constructive contribution to our thinking, and am sure the Council will find its recommendations valuable.

Dr. Crittenden's first "President's Page" described this section of *The American Archivist* as an effort to bind our Society more closely together by keeping the membership informed of what is planned and done. With that aim in mind I am glad to report that we are making committee appointments early this year, and are publishing as many of them as possible in this issue of the journal. This, of course, involves heavy work by the Secretary in coordinating appointments so that we benefit by the special competences of as many members as possible, without overloading a few individuals.

Among the committees there are two that particularly manifest our purpose of maintaining cordial cooperation with certain closely related organizations. Oliver W. Holmes has consented to continue as chairman of the Committee on International Relations, for which he is particularly fitted because of his background work in connection with the International Council on Archives. Delegates of the Society to the Congress of Archivists sponsored by the International Council at Paris next August are not chosen at this writing, but will be selected carefully in light of many complex factors.

The Joint Committee on Historical Manuscripts, under the leadership of Howard Peckham, provides one means of close association with the American Association for State and Local History, and is to be continued. Its report for last year was realistic as well as idealistic. We may hope for real accomplishment toward a goal that has gleamed in many an eye for decades.

That Association is to be highly congratulated on the initiation of its new magazine, *American Heritage*. Archivists as well as historians spend too large a proportion of their time writing for each other and not enough in enlisting the informed interest of society in general. Thus we may welcome this new effort to interest the public in good historical material, and I hope that more archivists than are already active in the venture may contribute to it. The enterprise should fit well with the important, though not always well developed, public relations programs of archival agencies and historical manuscripts institutions.

We have a full year ahead, and may look forward to several reports of accomplishment at the Madison meeting. The best efforts of competent committees will be put into making that session full of substance, well balanced both as to representation of various professional interests and as to lightening the program with just enough entertainment. Madison is an important cultural center in the heart of the Middle West with all its wealth of historical associations. The active archival program being developed in Wisconsin makes it an especially appropriate meeting place. I feel sure that the chairmen of the program and local arrangements committees would welcome suggestions. So, in fact, would any of the Society's committee chairmen and officers. I hope earnestly that the members will always feel free to express their opinions as to how our Society activities can be made even more productive.

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The Society of American Archivists Reports for the Year 1948-49

MINUTES OF THE BUSINESS MEETING

September 20, 1949

The Society convened in its annual business meeting at the Chateau Frontenac, Quebec, Canada, at 9:15 a.m., September 20, 1949, approximately fifty members attending.

The minutes of the previous business meeting, as published in *The American Archivist*, January, 1949, pp. 51-52, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The report of the treasurer was presented. Joseph F. Vaughan, chairman of the Auditing Committee, gave their report, which, with the treasurer's, was accepted and ordered to be placed on file.

Oliver W. Holmes, chairman of the Committee on International Relations, reported on the Society's and individual member's financial support of the International Council on Archives during the past year and offered the following resolution:

Resolved, that the Society in continuance of its support of the International Council on Archives authorizes its treasurer in this fiscal year to disburse for this purpose the sum of $250; and that in addition individual and institutional members be asked for voluntary contributions to be paid to the Society's treasurer in the hope that the total contribution of the Society and its membership may be $500 or more.

After this resolution had been seconded, William J. Van Schreeven asked whether the Society might not suffer a deficit by making the proposed payment, and made an amendment to the resolution, *viz* that the Council be authorized to approve payment of the $250 to the ICA, provided the money is available. After the amendment had been seconded, Solon J. Buck suggested that the Society's reserve fund could be appropriated for the purpose, plus the balance needed to make $250, to be authorized by the Council, since this is a special case for which a reserve fund is accumulated.

The previous question was called for and voted. The Chair then called for a vote on the amendment, which was lost, followed by a vote on the resolution, which was passed.

Voted, to approve the report of the Resolutions Committee, presented by the chairman, Carl L. Lokke:

Whereas the City of Quebec, the Province of Quebec, the Quebec Provincial Archives and the Quebec Provincial Museum, Laval University, the Ursulines Monastery, and the Quebec Provincial Publicity Bureau have coöperated handsomely in preparing for the thirteenth annual meeting, and

Whereas the National Film Board of Canada has kindly furnished equipment and personnel for the session on Audio-Visual archives, and

Whereas the Committee on Local Arrangements, Antoine Roy, chairman, has provided so adequately for our convenience and entertainment, and

Whereas the Program Committee, Hugh Flick, chairman, has prepared a brief program admirably suited to the place of meeting, and

Whereas the officials and citizens of Quebec in communicating with their guests have graciously spoken the English language, thereby sparing the members of the Society present at the meeting possible embarrassment,

Be it *Resolved*, that the Society hereby extends to these organizations, committees, officials, and citizens and to the management of the Chateau Frontenac its grateful appreciation.

Before asking for the report of the Nominating Committee the president requested the secretary to read Section 11 of the Constitution concerning nominations and elections. In the absence of Howard H. Peckham, chairman of the Nominating Committee, Clifford K. Shipton read the Committee's report, pointing out that in the poll of the membership for suggestions as to officers about ten per cent of the membership responded, "with such a wide variety of suggestions that no trend was discernible." The following slate was offered: for president, Philip C. Brooks; for vice-president, William D. Overman; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1954, Christopher Crittenden; for council member for a term of three years, ending in 1952, to fill the vacancy caused by the appointment of Karl L. Trever as editor, Antoine Roy.

Leon de Valinger nominated William D. McCain for president, seconded by William J. Van Schreeven. On question whether Section 11 precludes nominations from the floor, the Chair ruled that nominations may be so made.

Voted, on motion by Mr. Buck, that the nominations be closed and the secretary cast a unanimous ballot for all nominees except for the presidency.

For election of president the Chair ruled that voting be by secret ballot and appointed Joseph Vaughan and Richard G. Wood as tellers. On the first ballot the vote was: for Mr. Brooks 22, for Mr. McCain 22; and one blank. On the second ballot the vote was: for Mr. Brooks 24, for Mr. McCain 22, thus making a majority vote for Mr. Brooks.

Voted, on motion by Mr. Van Schreeven, that the ballot for Mr. Brooks be declared unanimous.

The remaining council members continue to hold office for the following periods: Oliver W. Holmes, one year ending 1950; Ernst Posner, two years ending 1951; Dorothy K. Taylor, four years ending 1953.

Miss Helene Rogers of the Illinois State Library announced a civil service examination in Illinois for archivists to be employed in that State.

Herbert O. Brayer, Secretary-General of the International Council on Archives, reported on the progress of the organization during the past year and on plans for the meeting in Paris in 1950. He urged that the Society of American Archivists should appoint two delegates to the Paris meeting as soon as possible so that they will have ample time to acquaint themselves with the business at hand and the issues that may be raised in the conference.

The secretary reported that the Council, after careful consideration of invitations for the fourteenth annual meeting in 1950, from Portland, Ore., Frank-

fort and Lexington, Ky., Madison, Wis., Williamsburg, Va., Annapolis, Md., and Albany, N. Y., had decided that the Society ought to meet in the Middle West (the last meeting in the area being held in Indianapolis in 1945). Therefore the Council had voted to accept the invitation from the Wisconsin State Historical Society to meet in Madison in 1950, and expressed the hope that the meeting could be scheduled for dates during the first half of October.

There being no further business, the meeting adjourned at 10:30 a.m.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

September 19, 1949

The Council met in the Chateau Frontenac, Quebec, Canada, at 3:30 p.m., September 19, 1949, the president, vice-president, secretary, treasurer, editor, and Dorothy K. Taylor and Oliver W. Holmes attending.

The secretary submitted the following names of applicants for membership who were approved: Maurice L. Ahern, Harry J. Alderman, Robert D. Anderson, Conrad Archambault, Harry C. Bauer, Mame B. Beatty, Jean Bertrand, Arthur Eugene Bestor, Jr., Jesse E. Boell, Anna May Connelly, Rev. Charles A. Costello, Mrs. Mary Brown Craig, May Dornin, Berry Fleming, James R. Fuchs, Herman G. Goldbeck, Guy B. Horton, Keirim Kami Key, William Kaye Lamb, Thelma D. Lindsey, Gerard Martin, James W. Moffitt, Donald H. Mugridge, Dolores E. Renze, Herbert John Salisbury, Nelson P. Springer, Pierrepont E. Twitchell, Vivian D. Wiser; also Aluminum Company of America, Rosenberg Library, and La Societe Historique du Saguenay.

Voted, to express to D. L. Corbitt, chairman of the Membership Committee, the hearty thanks and appreciation of the Council for the excellent work of the chairman and his committee during the past year.

The treasurer gave a report on the budget for the fiscal year, July 1949-June 1950, which includes a reserve fund made up from receipts for life memberships, interest on bonds, and surplus. The treasurer proposed to prepare a statement of accounts to provide a written record for future guidance.

Voted, to approve the budget for 1949-50 as revised after discussion.

Mr. Holmes reported on the results of the request mailed to all members for contributions to the International Council on Archives, which amounted to $196.00, added to the Society's appropriation of $250.00. No follow-up letter was sent to inform the membership of the balance still needed to make up the total $250.00.

Voted, that the Council recommend to the business meeting the same action as taken last year regarding individual contributions to the ICA, so that the total provided by the Society may be $500.00.

Herbert O. Brayer, Secretary-General of the ICA, was admitted to the meeting to report on that organization and plans for the coming year. He urged that the Society send two delegates and an alternate to the 1950 conference in Paris and suggested that the Society might be able to obtain finan-

cial assistance from one of the foundations to send the delegates. Important matters of direct interest to the Society will be brought before the Paris meeting — amount of dues, qualifications for admission to ICA, its financing, etc. The Society's delegates, in conference with the delegates sent by the National Archives, should arrive at certain tentative policies of their own regarding the ICA before attending the Paris meeting. Mr. Holmes suggested publishing an American program for the ICA before that meeting.

The Council then adjourned until 10:00 p.m.

The editor gave his report on *The American Archivist* and numerous editorial problems were discussed in detail, including a proposed contract with the printer on a longer time basis. *Resolved*, that an annual report by the editor be published in the January issue of *The American Archivist*.[1]

Voted, that the secretary send a telegram to Dr. R. D. W. Connor to express the sympathy of the Council and their wishes for a speedy recovery from his illness.

Voted, that the secretary send flowers to Dr. T. R. Schellenberg, who was taken ill in Quebec during the present convention.

Election of the new member of the Editorial Board to succeed William D. Overman was postponed until the editor recommends a successor.

The secretary read the report of Howard H. Peckham, chairman of the Joint Committee on Historical Manuscripts of this Society and the American Association for State and Local History.[2]

Voted, that the report be approved and that the Joint Committee be continued to explore the matter of securing possible locations for the proposed union catalog of manuscripts and of drawing up a concrete plan of the project. Provided the Council approves the project prepared by the Joint Committee, it is to be submitted to one of the foundations for financial assistance.

The secretary reported invitations for the 1950 annual meeting from Portland, Ore., Frankfort and Lexington, Ky., Williamsburg, Va., Madison, Wis., Annapolis, Md., and Albany, N. Y. Although it was agreed that the Society should meet most frequently near its center of membership on the eastern seaboard, the Middle West was favored for 1950 since no meeting has been held in that section since the 1945 convention in Indianapolis. It was also pointed out that actually the Society has held more than a majority of its meetings in the East, including Richmond, Va., which is not far from the center of membership.

Voted, to accept the invitation from the Wisconsin State Historical Society to hold the annual meeting for 1950 in Madison, Wis. The Council expressed the hope that the dates set could be during the first half of October.

Voted, that the secretary's office set up a personnel file of the Society's membership and keep it up to date.

The meeting adjourned at 1:00 a.m., September 20.

LESTER J. CAPPON, *Secretary*

[1] Publication postponed to April 1950 issue, due to lack of space.

[2] For the text of this report see below, p. 68.

REPORT OF THE SECRETARY FOR THE YEAR 1948-49

This thirteenth annual meeting of the Society of American Archivists is the first to be held outside the United States. Among the original members of the Society were two Canadians and the Public Archives of Canada; today we have 10 individual members in Canada, 8 institutional members, and 6 subscribers to *The American Archivist*. At our first regular meeting, which was held in Washington, D. C., in June, 1937, one of those charter members, Dr. James F. Kenney, brought greetings from Canada and her Public Archives and expressed an anticipation of accomplishment by the infant Society which, I believe, it has in some measure achieved during the past dozen years.

Two years ago at our Colorado meeting Professor George Simpson of the University of Saskatchewan gave us a precise, thumb-nail sketch of "Archives in Canada," which has since been published in our journal. Now we are on Canadian ground, in response to the cordial invitation of Dr. Antoine Roy, Archivist of this ancient province of Quebec, where, we learn, as early as 1731 the intendant of New France recommended that a special building be provided for the colony's records. If in these latter days we are inclined to focus our attention too exclusively on how to handle the records of only yesterday because of sheer bulk and the immediacy of space problems, perhaps our contacts with some of the venerable institutions of Quebec and their records will remind us of the more fundamental and enduring values of archives and their content. Perhaps we shall recall too the kind of use made of them by the incomparable Parkman in his history of Montcalm and Wolfe.

Since the founding of the American Association for State and Local History in 1940 it has held its annual meetings jointly with this Society until this year. Its convention in Burlington, Vermont, and vicinity last week resulted from no estrangement in our relations but rather from the desire of the historians to meet independently, to plan a program concentrated upon historical problems, and to appeal to the amateur as well as the professional. The bond between these historians and the archivists is evidenced by the printed program devoted to both conventions. As for the archivists' own special historical interests, it should be noted that 1949 marks the fiftieth anniversary of the Public Archives Commission, creature of the American Historical Association in 1899 and direct forbear of our own Society. The present year is also the fortieth anniversary of the first conference of archivists held in the United States and organized by the Public Archives Commission. In commemoration of these milestones Dr. Waldo G. Leland, pioneer planner and builder of an archival profession, will be the speaker at the joint luncheon session of the Society with the American Historical Association in Boston next December.

For several years we have had a Committee on Institutional and Business Archives, delving at one time into the problems of corporation records in various lines of business, at another time into custody and accessibility of church records or those of educational institutions. In the economic area, activity during the past year under the chairmanship of Robert W. Hill has been confined to preliminary planning of an approach and a program in the field of labor

organization records which has been exploited in scattered segments by a few historians but neglected by the archivists. With the proper entré to certain labor leaders secured and cultivated it is hoped that an interest in their records, old and recent, can be developed from the inside and thus relations with the Society promoted.

That the field of institutional archives is too broad for a single committee when interest in records begins to multiply among institutions of like kind, is forcefully illustrated in the setting up of a new Committee on College and University Archives during the past year under the chairmanship of Dwight H. Wilson.[1] It resulted directly from his assertion that there is a pressing need for working relationships among archivists of such institutions, while the growing consciousness of their own records has already been reflected in recent additions to the Society's membership from this source. Five objectives were set up by the Committee: (1) establishing standards for the proper handling and care of college and university archives; (2) securing the appointment of competent archivists; (3) establishing a clearing house for the peculiar problems of such archivists; (4) developing in administrators a greater consciousness of archives as an integral part of college and university administration; (5) discovering the nature and extent of all college and university archives now extant, as a basis for further study. Letters sent to 150 institutions with respect to the fifth point evoked a response revealing great needs and challenging opportunities. A tabulation of the replies is included in the report of this Committee, and a summary was submitted to the American Council on Education. The Committee has plans under way for preparation of a manual on college archives in two sections: the first addressed to college administrators outlining the scope, purpose, and value of such archives; the second designed for guidance of the college archivist in the operation of his program.

The draft of a pamphlet on general principles of records administration, for use at various levels of government but especially in State and municipal government, has been completely reworked by the chairman of the Committee on Records Administration, Philip C. Brooks, on the basis of advice from committee members and other consultants.[2] Public Administration Service, which will publish the pamphlet, requested that it be broad in scope rather than restricted to State, municipal, or county government. It is expected to be off the press some time this fall.

The Committee on Archival Buildings and Equipment under the chairmanship of Victor Gondos, Jr., kept in touch with developments throughout the United States and abroad and provided its customary consultant service.[3] With the aid of the State archival agencies of Delaware, Maryland, and North Carolina, the Committee compiled data and specifications on types of document containers in use. Large State archival projects for new buildings have been "stalled" in North Carolina and Pennsylvania, but the outlook seems more hopeful in Tennessee. In view of what has already been said with regard to

[1] For the text of the Committee's report, see p. 62.
[2] For the text of the Committee's report, see p. 67.
[3] For the text of the Committee's report, see p. 61.

college and university archives, it is significant that the Committee on Archival Buildings reports "an increasing tendency to incorporate archival sections in large university and college libraries." If anyone suspects a feud, latent or otherwise, between librarians and archivists, he may seek evidence of it in the *Library Quarterly* for January 1949, in which a reviewer of the *Bulletin* (September 1947) of the American Institute of Architects contends that "the large amount of space devoted to the article [by chairman Gondos] on 'American Archival Architecture' . . . seems somewhat excessive in view of the small number of archival buildings that will be erected in relation to the total number of public, college, and university library buildings now projected." The archivists get publication space, but the librarians get the buildings!

In the realm of international relations our Society went on record at its 1948 meeting, as a matter of policy, to support the newly organized International Council on Archives, and expressed the desire to provide $500 per year in 1949, half of this amount to be forthcoming from voluntary contributions of the members. The chairman of our Committee on International Relations, Oliver W. Holmes, regrets to report that the total received from individual members amounted to only $184.50, contributed by 40 persons. Thus the American contribution to the ICA for 1949 was only $434.50.[1] The Committee has urged that the Society continue its financial support for 1950, in order to give the ICA a fair opportunity to gather momentum to operate under its own steam. Plans are developing for the meeting of the ICA in Paris next summer, when its organization will probably be completed and our Society will be asked to become an affiliated association member. Meanwhile it is hoped that we will help maintain the undertaking as wholeheartedly as possible, individually and through the Society.

At the opening of the new school for German archivists at Marburg in June of this year, Lester K. Born, Chief of the Archives-Libraries Section of the United States Military Government, presented a complete file of *The American Archivist*, made available to him by this Society for that purpose. We now have exchange relations with several foreign periodicals which are handled by Lester W. Smith, Librarian of the National Archives, where these periodicals are kept on file. "In general," chairman Holmes writes, "one is impressed with the great renewal of activity among archivists in all parts of the world and an increased interest in the dissemination of archival literature as evidenced by the renewed publication of pre-war archival journals and the establishment of new ones."

Early in 1949, pursuant to a resolution of the Council of this Society approved at a special meeting in Washington, D. C., on December 29, 1948, a Joint Committee on Historical Manuscripts composed of two members of the American Association for State and Local History (Howard Peckham and Colton Storm), two members of the Society of American Archivists (Mrs. Edith Fox and the secretary), and a fifth member from the Manuscripts Division of the Library of Congress (Solon J. Buck), was organized to formulate

[1] For the text of the Committee's report, see p. 64.

a plan "for compiling and publishing a union list of manuscript collections and devising means for putting the plan into effect." After one meeting of the Committee and considerable correspondence, the chairman, Mr. Peckham, has submitted a report stating that "a union catalog of manuscripts is possible only if (1) the catalog treats manuscripts by collections and not by individual pieces; (2) the information wanted is voluntarily contributed by libraries having manuscript collections, as was done for the union catalog of printed books; (3) a location can be found where space and utilities will be furnished free of charge; (4) a foundation can be persuaded to underwrite the cost of a staff and equipment for five years." The Association of College and Reference Libraries assured the Joint Committee of voluntary cooperation from libraries; the chairman then set about making inquiries about possible locations for the proposed catalog. When this question has been settled, the Joint Committee, if continued, will feel in a position to approach one of the foundations for support. It was estimated that an effective catalog covering most of the known manuscript collections could be compiled in five years, and that the sale of the union catalog in book form with supplements annually or biennially would help to continue the project. The next steps are to determine a definite location, work out a budget, and draft a request for a grant from one of the foundations. Such a catalog is one of the most pressing needs in the field of historical manuscripts.

With the publication of the April 1949 issue of *The American Archivist* Miss Margaret C. Norton retired as managing editor and was succeeded by Karl L. Trever. He has appointed Carl L. Lokke associate editor, while Richard G. Wood and Mary C. Lethbridge continue respectively as reviews editor and news notes editor. In addition to the Editorial Board, a technical committee composed of Gust Skordas, Vernon D. Tate, and William J. Barrow serve as advisors and William D. Overman handles advertising. The July issue has maintained the high standards of the magazine in every department; Mr. Trever is planning his issues well in advance and is not merely waiting hopefully for voluntary articles, although these will be welcomed. The October issue will contain the annual "Writings on Archives and Manuscripts," which has become an indispensable feature of *The American Archivist*, compiled by Lester W. Smith, chairman of the Committee on Archival Bibliography.[1] He reports evidence in the European literature of increasing concern with modern archives and the problems involved in their bulk and complexity. The Index to Volumes I-X has not yet gone to press, but Mr. Trever expects this to be a *fait accompli* during the present fiscal year. We owe a debt of gratitude to Mr. Overman for the progress he has made in the up-hill struggle for advertising; the additional income is much needed to meet the increased cost of printing. From all reports, editorial relations with The Torch Press during the past year have been satisfactory.

Because our present annual meeting is held in September, this has been an eleven month year. Nevertheless, it has been a period of creditable gains in

[1] For the text of the Committee's report, see p. 60.

membership and subscribers to *The American Archivist*, thanks chiefly to the diligent work of the Membership Committee under the vigorous chairmanship of D. L. Corbitt, with co-workers throughout the United States by regions and in Canada and Latin America. The Society has enjoyed a steady growth since its founding and we have not yet reached a plateau of accomplishment, or of complacence, I trust. During 1948-49 (October 28 to date) 13 individual members resigned, 14 were dropped for non-payment of dues, and 2 are deceased. This loss of 29 is offset by 62 new individual members of whom 56 are in the United States and 6 in foreign countries. This net gain of 33 makes a total in this category of 352 (in 1948 there was a net loss of 4). Of this total 34 are foreign members. During the past year there was no loss of institutional members and 5 domestic and 4 foreign were added, making a total of 68 (the net gain in 1948 was 5). Of this total 14 are foreign institutions. The number of life members has increased from 2 to 4 by transfer in status, therefore not affecting our total membership. The number of honorary members is 4, the same as last year. Thus the aggregate of all classes of membership is 426. During 1949 the number of new subscribers was 16 in the United States and 8 in foreign countries; 4 domestic and 7 foreign were lost, resulting in a net gain of 13 (the net gain in 1948 was 19). The total number of subscribers is 150, of which 35 are foreign. Sales of back copies of *The American Archivist* continue to provide a substantial income, reaching a new record of 235 copies, amounting to $293.75.

It is my sad duty to record the death of Thomas M. Owen, Jr., and Edward F. Rowse during the past year. Both were charter members of the Society and both were associated with the National Archives from its earliest years.

The secretary's annual survey of the state of the Society is based upon reports from the various committee chairmen. I am very grateful for their cooperation; without them my report might shrink to mere statistics. The secretary's office has endeavored to keep the wheels of routine turning in eighteenth century Williamsburg while we answered your twentieth century inquiries and kept in touch with our president on the North Carolina "frontier." Thus I close with a word of appreciation to him and to the other members of the Council.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

BUDGET PROPOSAL — FISCAL YEAR, 1950 1

Col.	Item	Fiscal Year Ending 6-30-48 Actual	Fiscal Year Ending 6-30-49 Estimated	Fiscal Year Ending 6-30-49 Actual	Fiscal Year Ending 6-30-50 Estimated
1.	Cash on hand July 1	$2,453.29	$2,065.80	$2,065.80	$1,571.70
	Receipts:				
2.	Membership dues	1,985.75	1,985.75	2,215.50	2,215.50
3.	Publications	866.25	866.25	1,243.75	1,243.75
	Index to AA				600.00
4.	Interest on bond	25.00	25.00	25.00	25.00
5.	Annual meeting	76.02)			
		316.98)	100.00	183.36	100.00

6.	Contributions to International Council on Archives		250.00	170.50	25.00
7.	TOTAL RECEIPTS	3,270.00	3,227.00	3,838.11	4,209.25
8.		5,723.29	5,292.80	5,903.91	5,780.95
	Expenditures:				
	Administrative:				
9.	Secretary's Office	431.09	450.00	270.02	450.00
10.	Treasurer's Office	100.00	100.00	100.24	100.00
11.	Committees	59.51	50.00	15.30	20.00
12.	Publications	2,568.04	3,322.12	3,318.28	3,000.00
	Index to A.A.				600.00
13.	Annual meeting	181.87) 316.98)	100.00	207.87	100.00
14.	Contributions to International Council on Archives	——	500.00	420.50	500.00
15.	Reserve for special projects	——	——	——	211.55
16.	TOTAL EXPENDITURES	3,657.49	4,522.12	4,332.21	4,981.55
17.	Cash on hand June 30	$2,065.80	$ 770.68	$1,571.70	$ 799.40

APPROVED:

(Signed) Christopher Crittenden	(Signed) Lester J. Cappon	(Signed) Helen L. Chatfield
President	*Secretary*	*Treasurer*

1 As revised to include appropriation for contributions to International Council on Archives made at business meeting of Sept. 20, 1949.

AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year July 1, 1948 to June 30, 1949, and we hereby certify that:

All cash shown to have been received has been properly accounted for.
Satisfactory vouchers are in file covering full disbursements.
The balance of cash on hand as of July 1, 1948 and as of June 30, 1949, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete report of the financial activities of the Society for the fiscal year ended June 30, 1949.

(signed) Joseph F. Vaughan, *Chmn.*
(signed) Meredith B. Colket, Jr.
(signed) Dorothy Hill Gersack
Auditing Committee
Society of American Archivists

Washington, D. C.
September 14, 1949

REPORT OF THE COMMITTEE ON ARCHIVAL BIBLIOGRAPHY

The Committee on Archival Bibliography was able to hold no meetings during 1948-49 because of the geographical distribution of its membership. Its major responsibility, the compilation of the annual "Writings on Archives and

Manuscripts," was accomplished, and the manuscript, which ran to 392 items, was transmitted to the editor for publication in the October 1949 issue of *The American Archivist*. There was evidence in the European literature of an increasing concern with modern archives and the problems that their bulk and complexity impose on their appraisal, disposition, and description. Quite another problem — the effects of socialization on archives — was given some notice in British publications. The year saw, in the appearance of the new journal of the British Records Association, *Archives* (vol. 1, no. 1, Lady Day, 1949), a welcome addition to the ranks of journals devoted purely to the history and administration of archives.

LESTER W. SMITH, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

During the past year the Committee on Archival Buildings and Equipment rendered its customary services — on answering inquiries, distributing plans and publications, giving instructional lectures, and projecting or completing some type of written material. Although no meetings of the full Committee were held, the chairman kept in touch with the members and their points of view by means of correspondence and an occasional meeting with an individual member.

Considerable correspondence developed on the subject of document containers. Gust Skordas of the Maryland Hall of Records, as well as Leon de Valinger, Jr., of the Delaware Hall of Records, and Christopher C. Crittenden, of the North Carolina Department of Archives and History, assisted the chairman by contributing their views, data, and specifications on types of containers used. Data thus obtained were integrated with the writer's experience and incorporated in replies to inquiries.

Very little news is available on large archival projects as such, although there is an increasing tendency to incorporate archival sections in large university and college libraries. In this connection the chairman wrote a review of considerable extent for publication in the October issue of *The American Archivist*. The article discusses a recent publication of the Princeton University Press entitled *Planning the University Library Building*, edited by John E. Burchard, Charles W. David, and Julian P. Boyd, with the assistance of Leroy C. Merritt. This book summarizes the critical discussions of the Cooperative Committee on Library Building Plans, and has much of interest for archivists as well.

On the subject of publications it is interesting to note that we are attacked for publishing too much rather than too little. The *Library Quarterly* in its issue of January 1949 contains a review of recent library publications in which the reviewer, H. H. Fussler, plaintively complains that archival buildings are given too much prominence in the *Bulletin* of the American Institute of Architects, devoted to library and archives building types, which was recently republished by the American Library Association. In this squib the reviewer

ingenuously contends that ". . . the large amount of space devoted to the article on 'American Archival Architecture' (by Victor Gondos, Jr., A.I.A.) seems somewhat excessive in view of the small number of archival buildings that will be erected in relation to the total number of public, college, and university library buildings now projected." (page 66-67). Pity the poor librarians! We archivists may not have $100,000,000 building programs projected, as yet, it's true, but we'll get there yet.

North Carolina's project for a new million-dollar records building is presently "on ice," as is that of her sister commonwealth of Pennsylvania. On the other hand, judging from our correspondence with Director A. F. Kuhlman, and the numerous photostat copies of plans we sent to the Joint University Libraries in Nashville, the planning of the great new Tennessee Archives and Library Building is going on apace. In the same vein Morris Radoff, distinguished member of our Committee, not to be left behind in the race for improvements, at long last persuaded a normally reluctant legislature to make a sizable appropriation, running into five figures, for a new air-conditioning system for the Maryland Hall of Records.

The Committee chairman again lectured on the subject of archival equipment and storage to Dr. Ernst Posner's annual summer class on archival administration. This year the Library of Congress joined The American University, the National Archives, and the Maryland Hall of Records as co-sponsors of this unique course. The Committee has accumulated extensive notes for further publications on various aspects of archival buildings and equipment and it is hoped that some time may be available in the ensuing year to reduce these to article form.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

This Committee, formed at the end of February, 1949, was established to meet what is felt to be a pressing need — working relationships among college archivists. The membership, completed April 8, consists of: Francis L. Berkeley, Jr., University of Virginia Historical Collection; Leonidas Dodson, University of Pennsylvania Archives; Gaston Litton, University of Oklahoma Archives; Clifford K. Shipton, Harvard University Archives; Lewis G. Vander Velde, University of Michigan Historical Collections; and Dwight H. Wilson, Fisk University Archives, chairman.

The chairman submitted to the Committee the following list of suggested areas in which work might be done:

1. The establishment of standards for the proper handling and care of college and university archives.
2. Securing the appointment of competent archivists in colleges.
3. Establishing a clearing house for the peculiar problems of such archivists.
4. Developing in administrators a greater consciousness of archives as an integral part of college and university administration.

5. Discovering the nature and extent of all college and university archives now extant, as a basis for further study.

It did not require much time to find that "discovering the nature and extent of *all* college and university archives" was a little on the ambitious side. As a beginning, however, a spot survey of both little-known and well known colleges was conducted. Letters were sent to 150 institutions, selected at random, asking for information about their archival programs. The response was amazing. While a full report on this small scale survey will be made later, the following is a brief summary of the answers received:

56 have archives and archival programs.
15 preserve most of the official records, but have no unified archival program.
11 keep some records (usually trustee and faculty minutes, and publications).
7 are now studying the problem with a view to establishing archives.
14 have scattered records and are interested in establishing archives.
12 are totally uninterested in archives.
35 have not answered at the writing of this report.

Thus, out of the 115 answers received, 103 reveal definite awareness of the need for keeping official records.

The archivists themselves were most happy to learn that this Committee had been established. The majority of them seemed to feel that they had been working alone in a new field. The Committee cooperated with the Membership Committee by submitting the names of all persons working in college archives, for possible membership in the Society of American Archivists.

Most administrators in colleges having no archives were pleased to know that the Committee was available to provide help in the event that they did establish archives.

The American Council on Education was given a summary of the answers received thus far, as an indication of the growing stream of archival consciousness in institutions of higher learning. It was pointed out that the fifth edition of *American Universities and Colleges* listed collections in college libraries, but, in most instances, no mention was made of the archives, even where archives are well established. It was suggested that the next edition list archival holdings, both because they are an integral part of the institution, and for their value to scholars and researchers.

Several colleges have already written about the problem of securing competent trained archivists. To meet this problem, a letter was sent to Dr. Wayne C. Grover, asking that the Committee be put in touch with some key person at National Archives who might suggest people for such positions. In his reply, Dr. Grover stated that he and Dr. Morris L. Radoff had been discussing the problem of educational archives for some time, and indicated that National Archives will cooperate as fully as possible.

Plans are under way for the preparation of a manual on college archives. One section will be addressed to college administrators, outlining the general scope, purpose and value of college archives. The other section will be designed for the guidance of the college archivist, setting forth basic rules for the operation of an archival program. Since this pamphlet was suggested by

Dr. Shipton, he will prepare the preliminary draft for the second section. The other members of the Committee will make revisions and suggestions before the final draft is prepared. The first section will be prepared by the chairman, and the same procedure will be followed.

During the first six months of its existence the Committee has not met because of geographical distances and the press of official duties. Consequently, the work has been done by correspondence. If the Committee continues to work faithfully on the program which it has started, it will make a definite contribution in a hitherto neglected area.

DWIGHT H. WILSON, *Chairman*

REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

At its Raleigh meeting the Society of American Archivists authorized a contribution of $250 from its funds to the International Council on Archives and asked for voluntary contributions from its members of an additional $250 or more in the hope that the total American contribution would reach at least $500. In February 1949 your chairman prepared a letter to all members of the Society requesting their contributions, which letter was multilithed by the National Archives and copies mailed by the Society's secretary. As a result of this appeal, contributions totalling $184.50 have been received to date by the treasurer. It is disappointing that the goal was not reached and more so that contributions were received from only 40 members. This means that the individual contributions averaged over $4.50 — higher than was expected. It would have been preferable to have $2.00 or $3.00 checks sent in by many more members. As the matter stands, the total American contribution for the year was $434.50.

It is urged that the Society continue its support of the International Council on Archives on this same basis for the coming year in order to give it a fair opportunity to get organized and to operate thereafter under its own steam. It is understood that plans are being made in Paris for the first full meeting there in August or September of 1950, at which time organization of the Council should be completed and its membership conditions and dues established. Thereafter the appeal for voluntary contributions from members can cease, and the Society, if it votes to become an affiliated association member, will be expected to pay only the dues established for that class of membership.

Your Committee would gladly have done more this year to promote interest in the International Council on Archives had it been given definite information as to the Council's plans. As stated in our report last year, the Council's "intended program needs to be developed and clarified if support is to be enlisted." An effort was made by your chairman to secure funds from the State Department that would permit the European officials of the Council to attend the Quebec meeting and thus make possible a meeting of the Execu-

tive Board of the Council in the Western Hemisphere, but this effort was not successful because of the delay in the Department's appropriations.

At the opening of the new school for German Archivists in Marburg, Germany, in June of this year Dr. Lester K. Born, Chief of the Libraries and Archives Section of the U. S. Military Government, presented a complete file of *The American Archivist*, made available to him by this Society for that purpose. It was a gesture that was much appreciated, and Dr. Born will no doubt convey to the Society the thanks that was voiced on that occasion.

In general one is impressed with the great renewal of activity among archivists in all parts of the world and an increased interest in the dissemination of archival literature as evidenced by the renewed publication of pre-war archival journals and the establishment of new ones. *The American Archivist*, long the only journal of the profession in English, has been joined by two others in the past two years, one in India and one in England. The usual annual list of "Writings" in the October number of *The American Archivist* will illustrate the fact that the profession is moving forward not only in America but throughout the world.

OLIVER W. HOLMES, *Chairman*

REPORT OF THE MEMBERSHIP COMMITTEE

Shortly after the annual meeting of the Society in Raleigh, October 27, 28, and 29, 1948, President Crittenden invited D. L. Corbitt, of the State Department of Archives and History, Raleigh, N. C., to serve as chairman of the Membership Committee for the ensuing year. Mr. Corbitt accepted this assignment reluctantly, but with the understanding that interested and active members of the Society would be asked to serve with him. Secretary Cappon informed the Committee that it was customary to divide the United States, Canada, and South America into thirteen areas. This general policy was followed and between November, 1948 and April, 1949 twelve persons had agreed to serve with the chairman on this Committee. The Committee began to function officially early in December, 1948. It was impossible, however, to secure anyone in Area 1 (Oregon, Washington, Idaho, Montana, Western Canada) to serve on the Committee. The members of the Committee who have assisted the chairman, and in fact done most of the work, are as follows:

Mr. Albert H. Schneider, P. O. Box 592, Arcadia, California
Area 2 — California, Nevada, Arizona
Miss Dorothy K. Taylor, Rio Grande Building, Denver 1, Colorado
Area 3 — Utah, Colorado, New Mexico, Wyoming
Miss Emma M. Scheffler, State Library, Archives Division, Springfield, Illinois
Area 4 — Illinois, Iowa, Minnesota, Nebraska, Wisconsin, North Dakota
Mrs. Dorothy W. Knepper, San Jacinto Museum of History, San Jacinto, Texas
Area 5 — Texas, Missouri, Arkansas, Kansas
Mrs. Foreman M. Hawes, 23 East 34th Street, Savannah, Georgia
Area 6 — Mississippi, Louisiana, Florida, Alabama, Georgia
Miss Jacqueline Bull, 132 Bassett Avenue, Lexington, Kentucky
Area 7 — Indiana, Michigan, Ohio, Kentucky, Tennessee

Miss Miriam Woods, 1588 Jackson Street, Charleston, West Virginia
Area 8 — Virginia, West Virginia, North Carolina, South Carolina
Miss Helen Finneran, National Resources Records Division, National Archives, Washington, D. C.
Area 9 — Washington, D. C., Maryland, New Jersey, Delaware
Miss Edna Jacobsen, New York State Library, Albany, New York
Area 10 — New York, Pennsylvania
Mr. Harold S. Burt, The State Library, Hartford, Connecticut
Area 11 — Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut
Mr. Claude Corrivault, Provincial Archives, Battlefields Park, Quebec City, Canada
Area 12 — Eastern Canada
Miss Ella Dunbar Temple, Trinidad, 303, Lima, Peru
Area 13 — Latin America

It is rather difficult for the Committee to know definitely what its accomplishments are. The literature furnished to the Committee directed all applicants for membership to submit their applications and dues to Secretary Cappon. Since this procedure was the policy of the Society, neither the individual members of the Committee nor the chairman knew whether or not there had been any response to the letters and literature mailed to prospective members. It is also true that when a prospective member was circularized by the Committee, the Committee members never knew whether to drop the matter at that point or again to extend an invitation. It occurs to the chairman that it is quite unusual to expect a person who has been solicited to respond to a letter from an individual whom he does not know much less to join an organization, the purpose and activities of which he is not personally familiar. If the prospective members who are invited to join are requested to reply and to send their application blank to the chairman of the Committee or to the individual member of the Committee who invited him in the first place, then the invitation could be followed through and renewed until some response was received.

Since the policy of the Society has been followed, it is enough to say that the Committee has been active and the individual members have endeavored to interest prospective members in the work of the Society. Much literature has been mailed and scores of letters have been written. Because of the fact that the work of the Committee covered such a wide area the activities were of necessity devoted entirely to correspondence and mailing the literature furnished by the previous committee on membership. The total results of the Committee's activities are not what the Committee wished, but it is happy to report that 49 new members have been accepted into membership up to July 26, 1949.

The following persons who are not on the Committee, but who have been sufficiently interested in the work of the Committee to supply names of prospective members are: Karl L. Trever, The National Archives, Washington, D. C., and Dwight H. Wilson, Fiske University, Nashville, Tennessee.

The Membership Committee has had no expense charged to the Society. Each individual member of the Committee either has furnished his own sta-

tionery, postage, and other necessary items, or the organization which he occupationally represents has furnished these items. The individual members have been glad to give their services, time, efforts, and interest toward enlarging the work and scope of the Society of American Archivists.

The chairman wishes to express to the individual members his appreciation for their efforts and cooperation. It has been a pleasure to have each of these persons serve on the Committee. To Secretary Cappon, the Committee wishes to express its thanks for the assistance and advice extended on all occasions.

D. L. Corbitt, *Chairman*

REPORT OF THE COMMITTEE ON RECORDS ADMINISTRATION

The pamphlet on general principles of records administration, which has occupied the attention of this Committee for some time, has gone to the Public Administration Service in Chicago for publication. This pamphlet is to meet a long standing request made by the Public Administration Service to the chairman of this Committee as a personal matter. Because the Public Administration Service wanted an extremely broad scope in the pamphlet, the chairman sought the advice of this Committee in its preparation. The document is intended to state common denominators of guidance for public officials in any way concerned with or responsible for records — not to be an operating manual for records officers, or even less for archivists. But the common interests of records officers and archivists have been recognized throughout. The pamphlet is designed for state, municipal, and local officials. Explanation is made wherever necessary that the old-line register type of basic county records involve special problems, as distinguished from other records of public administration. This matter of county records was the main point of earnest consultation among the Committee, which at times led the chairman to fear that the pamphlet would be decimated as was the hatmaker's sign in Benjamin Franklin's famous story. But the document is a much better one for the valuable criticism of the present and former Committee members. It bears a statement to the effect that it is written by the chairman and the others involved are not responsible for it. But it acknowledges the cooperation, and the chairman wishes to do so here, of the following present and former Committee members: Helen L. Chatfield, Christopher Crittenden, Beatrice Decker, Henry H. Eddy, Hugh M. Flick, and Margaret C. Norton.

The pamphlet should be ready within two months. It will run to 30 or 40 pages, and will be sold by the Public Administration Service for a very small amount to cover the cost of publication. This Society will receive a few complimentary copies for the Committee members and officers.

The attention of the Committee has been so heavily focused on the pamphlet that little thought has been given to the other possible activities of the Committee, primarily serving as a clearing house for information and advice on records administration. This objective was discussed in this chairman's report for 1945 at Indianapolis. It is something that depends partly on resources for

the handling of extensive correspondence, and should be considered in the light of similar activities of the National Archives and perhaps other organizations.

PHILIP C. BROOKS, *Chairman*

JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

The Joint Committee on Historical Manuscripts of the Society of American Archivists and the American Association for State and Local History was appointed following action at the annual meetings of the two societies at Raleigh, N. C., in October, 1948. Its purpose was to report to the respective presidents "on creating a plan for compiling and publishing a union list of manuscript collections and devising means for putting the plan into effect." Committee members are Lester J. Cappon and Edith M. Fox, representing the Archivists; Colton Storm and Howard H. Peckham, representing the Association; and Solon J. Buck, representing the Library of Congress.

The Committee held one meeting, in Princeton, N. J., in April, 1949, and has otherwise made investigations and exchanged ideas by correspondence. After discussion and consideration of the experience of the American Historical Association's committee on this subject, your Committee determined upon a new approach to the problem. In our view a union catalog of manuscripts is possible only if:

1. The catalog treats manuscripts by collections and not by individual pieces
2. The information wanted is voluntarily contributed by libraries having manuscript collections, as was done for the union catalog of printed books
3. A location can be found where space and utilities will be furnished free of charge
4. A foundation can be persuaded to underwrite the cost of a staff and equipment for five years

It was further agreed as a matter of procedure that before any foundation was approached for financial aid, the question of voluntary cooperation from libraries and the question of location should be answered. Accordingly, inquiries were made to the secretaries of the Association of College and Reference Libraries and the Association of Research Libraries. The former assured us of cooperation, the latter was somewhat non-committal; however, the former group of libraries is the one where the most manuscripts will be found. Your Committee then set about making inquiries for locations. We have received one positive offer that may not prove to be satisfactory, and another conditional offer. The Library of Congress has indicated a willingness to be approached. Several inquiries have not been answered yet.

There remains yet the job of getting a definite commitment on location, then the Committee will feel it can approach a foundation with a cooperative plan and a location. Such evidence should impress a foundation very favorably.

As for the future maintenance of the catalog after the initial grant expired, it was the belief of the Committee that an effective catalog covering most of the known manuscript collections could be compiled in the five-year period. After that, the staff could be reduced to take care of current acquisitions. This reduction in overhead would leave a continuing expense that might be met by

(1) a renewed grant from the foundation; (2) a grant from the host institution; or (3) the printing and sale of the union catalog in book form at the end of the five-year period, with additional volumes being published annually or biennially afterward.

The next steps are to determine a definite location, work out a budget, and submit a petition in the names of the two societies, with additional endorsements, to one of the foundations. Personally, I hope that the Committee will be continued by the new presidents, with or without the present personnel.

HOWARD H. PECKHAM, *Chairman*

W. J. BARROW

Document Restorer

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Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Archives, the Journal of the British Records Association, Vol. I, No. 1. (London. Lady Day, 1949. Pp. 61.)

Founded in 1932 to conserve and promote the archival resources of Great Britain, the British Records Association newly sponsors a magazine, *Archives*, which will appear twice yearly, at Lady Day and Michaelmas. The subscription rate per year to members is seven shillings sixpence; to non-members, ten shillings, which since the devaluation of the pound is $1.91. The address of the Honorary Editor is Roger Ellis, Esq., 64 Seymour Street, London W1, but subscriptions may be remitted to the Honorary Treasurer of the Association, care of Hoare's Bank, 37 Fleet Street, London, EC4.

An editorial in the first issue outlines what is proposed: (1) to report the convocations of the Association; (2) to note its Council and Committee activities; (3) to record or condense significant conclusions; and (4) hereafter to set out or summarize publications which have hitherto only irregularly appeared. The Right Honorable the Master of the Rolls in a foreword expresses the belief that the new medium will aid British archives and British archival science to gain wider recognition.

In the lead article, Hilary Jenkinson of the Public Record Office recounts, with generous compliments to several individual Americans, the background of the International Council on Archives, an ideal of cooperation to which the distinguished Mr. Jenkinson has himself shown a longtime attachment. First in a series of articles promised on the treasureful local archives of Great Britain is an evaluation by Joyce Godber of the County Record Office at Bedford, an institution truly the lengthened shadow of one man, the late industrious and beloved George Herbert Fowler who, after retirement as a scientist in 1906, devoted to the records of Bedfordshire three full decades of fruitful interest. W. E. Tate has an article on the use of archives in education, delightfully observing that a teacher might not be straining the term too outrageously to regard the face of the countryside "not merely as an Archive but as a fascinating palimpsest, the unravelling of whose story involves the whole history of rural life in England for two thousand years and more."

John Dodd has an article on the archives of hospital contributory schemes, evidently voluntary health insurance systems, some of which tend to survive even in an environment of state medicine. In discussing briefly the subject of records and the National Coal Board, A. E. Horton conveys the impression that nationalization of the coal industry has outstripped any degree of certainty as to what documents worthy of preservation have come into the Board's keeping. In commenting on the publication of modern records, R. B. Pugh

mentions the relative — he did not say salutary — reluctance of British record-publishing societies to publish nineteenth century volumes, but concedes that the indiscriminate printing of all archives — some might prefer the term records — of that prolific century would leave everybody worse off than now or nearly so.

Eleven pages describe the Sixteenth Annual Meeting and Conference of the British Records Association, held last November at Stationers Hall in London. Another five and a half pages bring news of the National Register of Archives, the Institute of Historical Research, the School of Librarianship and Archives of University College, London, the Society of Local Archivists, the York Summer School of Archives and Historical Research, the Standing Conference on Local History, and Copying of Documents by Microfilm. Besides a book review of a single title, *Central African Archives in Retrospect and Prospect*, there is a two page section of brief notices of books and publications in Great Britain and elsewhere, mostly outside the United States.

This little magazine looks more like a magazine of poetry than a journal of scholarly thought and experience. With a page size of but $5\frac{1}{2} \times 8\frac{1}{2}$ inches, a type face both graceful and clean, and a dash of carmine titling on its light grey cover, *Archives* steps forth in a cadence both dignified and alert. If oversocialization, a possible hazard, does not weigh down the pace, here travels a quality journal, reasoned, discriminating, and chivalrous.

To conclude, who knows how far a choice candle will throw its beams!

H. B. Fant

National Archives

A Guide to the Archives of the Central Record Office, N.W.-F. Province, by S. M. Jaffar. (Peshawar. Manager Government Printing and Stationery, North-West Frontier Province, 1948. Pp. viii, 50. Rs. 2-8-0.)

Problems of an Archivist, by S. M. Jaffar. (Peshawar. Manager Government Printing and Stationery, North-West Frontier Province, 1948. Pp. viii, 64. Rs. 2-8-0.)

Archives: Meaning, Scope and Importance, by S. M. Jaffar. (Peshawar. Manager Printing and Stationery, North-West Frontier Province, 1949. Pp. ii, 16.)

The Central Record Office of the North-West Frontier Province of Pakistan was established in July, 1947 with the transfer of extant provincial records from New Delhi to Peshawar. During the first two years of its existence, Mr. Jaffar, Keeper of Government Records and Director of Historical Research, has prepared these three publications for the enlightenment of scholars and archival students. *A Guide to the Archives* is a narrative account of the provincial government records from 1849 to 1900, the period during which the Province was a part of the Division of Punjab. It is intended to serve only as a preliminary guide to the holdings of the Record Office, a more extensive work being promised for the future. Even this generalized account gives the impression of a wealth of untapped research materials relating to

Afgan and tribal affairs, Indian political and military history, and a wide variety of economic and sociological topics. Arranged by governmental unit, events or records of especial importance are noted at length. Little indication of volume of records from a given office or pertaining to a given subject is made. The guide does include a chart to show the range of time for each group of records.

Problems of an Archivist was prepared to serve as a textbook for trainees in archival science at the Central Record Office. Noting the novelty of the science of archives in the East, Mr. Jaffar has drawn upon Western experience in preparing his book, which apparently is the first of its nature to be published in Pakistan. Two problems are discussed, namely, preservation and organization. Under preservation he describes means and methods of cleaning, fumigation, repairing, accommodation, arrangement, and protection from "human pests." Under organization, stress is placed on listing, calendaring, and indexing of individual documents rather than the description of larger groups of records. Detailed instructions with ample illustrations are given, particularly in regards to indexing, including the listing of Moslem names for which no rules seem to apply in all cases.

In *Archives: Meaning, Scope and Importance*, Mr. Jaffar defines archives, indicating their scope and assessing their importance in order to show students of the social sciences the need to possess a good knowledge of them for the proper exposition and appreciation of history and related subjects.

Homer L. Calkin

National Archives

Newspapers on Microfilm: A Union Check List, compiled under the direction of George A. Schwegmann, Jr., by the Library of Congress National Union Catalog Division. (Philadelphia. Association of Research Libraries, 1949 [?]. Pp. iv, 176. $2.00.)

This checklist, the preface states, "includes all entries of newspapers on microfilm which were reported to the National Union Catalog by libraries and other producers of microfilm." It thus fulfills part of the plan of the Committee on Library Cooperation (formerly known as the Committee on Interlibrary Cooperation in Microfilming Extensive Runs of Library Materials), which was created as a result of a memorandum addressed to the Executive Secretary of the Association of Research Libraries by the Librarian of Congress. This list is divided into three unequal sections: "Newspapers on Microfilm" (143 pages), which is devoted to papers published in the United States; "Foreign Newspapers on Microfilm" (32 pages), which contains entries concerning papers published outside the continental limits of the United States (American Samoa and Hawaii are included); and "Miscellaneous" (1 page). In the first section, the entries are grouped alphabetically by states; under each state, they are classified by town or city, and, under the place name, by title of the paper. In the second section, the arrangement is generally similar, the name of the country providing the basis of the breakdown. Australia,

Canada, England, and other members of the British Empire and Commonwealth of Nations are not grouped together, but each occupies its proper alphabetical place in the list of countries. So numerous are the entries under Canada that they are grouped by provinces. Many of the Canadian microfilms were made by and are in the custody of the Canadian Library Association and other Canadian organizations; these appear to be the only foreign-held microfilms listed. The entries under "Miscellaneous" are but ten in number. Four of the ten deal with the four serials covering debates in Congress since 1789 (of which only the *Congressional Record* had actually been microfilmed when the list was published), four concern editions of the *Stars and Stripes* published in different parts of the globe, one concerns Records of the City of Boston, Massachusetts, 1629-1914, and the tenth is headed "St. Petersburg, Vilna."

The value of this list to those desiring access to newspapers for research or seeking to accumulate research facilities is self-evident, and this value will increase if the list is frequently supplemented and occasionally revised throughout. Future editions should contain an extended preface or introduction so that users may learn without prolonged study exactly what they have in hand. There should be, for example, (1) a statement that, although the overwhelming majority of the entries concern newspapers, a considerable number of non-newspaper entries appear, *e. g.* the Records of the City of Boston, the *Congressional Record*, and a number of monthly magazines; (2) a statement that the list contains entries for some *proposed* microfilm projects; (3) an explanation of variations in fullness of entries; (4) a statement that there are no entries in the list concerning projects reported to the National Union Catalog after a specified date; and (5) a definition of the word "incomplete" as used in many of the entries, for this word has several meanings appropriate to its use in the list. The excellent "Key to Symbols" should be expanded to include explanations of the symbols (d), (w), (s-w), (tri-w), and (m), for the benefit of foreign users of the list. It may be asked in this connection, why some daily newspapers are marked (d) while others are left unmarked. Perhaps it would be well in the future to insert in each entry a line identifying the file or files of a newspaper from which the listed microcopy was made. As a finding medium for the list, an arrangement of entry titles (with places of publication shown) by accepted chronological periods would be welcomed by users. Not many outright errors have been detected in the list, although *Charles* is given as the capital city of West Virginia (p. 110a) and the time of publication is rendered obscure by the appearance of 1948 on the title page, whereas the preface is dated January 10, 1949.

The preceding suggestions concerning future editions should not conceal the essential fact that the present edition is generally well conceived and well executed. As a research tool the list is sure to justify itself; this reviewer has acquaintances who have already used his copy to good advantage. Certainly the publication of the list should, as Mr. Schwegmann says in his preface, "prove an incentive to all holders of newspapers on microfilm . . . to report the full record to the National Union Catalog." It would also be fortunate

if the appearance of this list should stimulate the compilation and publication, perhaps by the Society of American Archivists, of a similar union checklist of archival materials on microfilm.

PRESTON W. EDSALL

North Carolina State College

Archives Générales du Royaume. Inventaire des Archives de la Liquidation de l'ancienne Dette constituée et de l'arriéré des Pays-Bas, by Lucienne Van Meerbeeck, Archiviste-paléographe. (Bruxelles, Imprimerie George Mieliiela, Liege, 1948. Pp. 5-40.)

This brief inventory covers records of the Belgian public debt from the conquest of the former Austrian province by France to the end of the Dutch regime (1798-1830). The Netherlands turned the records over to Belgium in 1843; and in the 1850s they were deposited in the General Archives of the Kingdom for permanent preservation. As records of this type probably occupy in the minds of archivists a position similar to that of financial history in the minds of men in general, it seems in order to quote a passage from the late Professor Hazen regarding the importance of such history. He wrote:

> Of all the kinds of history which are written in this world it is probable that the least interesting to the mass of men is financial history. It is complicated, it is often obscure, it is generally very dry. Nevertheless, in the long and varied annals of mankind it has frequently proved to be the very quintessence of the matter, the history that does the most to illuminate and explain a period. And this is so because, however indifferent or oblivious the average man may be to this plain, unvarnished truth, the ineluctable fact is that between the finances of the individuals who compose that state, between the financial policies of a country and the conditions of existence of the citizens of that country the interrelations are constant, varied, intimate, and decisive, however hidden from the superficial gaze.[1]

Another plain, unvarnished truth is that financial history must be based on records, and the records accordingly merit serious attention.

Miss Van Meerbeeck has given these public debt records serious attention. Her introduction, a model of clarity and precision, supplies only those facts necessary for utilizing the inventory, which is divided into four parts as follows: (1) records of the perfects concerning liquidation, 1798-1808, (2) transactions of the General Liquidation Commissariat with France, 1816-1818, (3) records of the Liquidation Commission, created by the royal decree of March 17, 1816, 1816-1818, and (4) records of the General Liquidation Commission of The Hague, created by the royal decree of March 3, 1818, 1818-1830. The entries run consecutively throughout, from 1 to 683. Several appendixes listing miscellaneous groups of records carry the entries from 684 to 708.

Criticism of the inventory may be made. The number of entries is unnecessarily extended. For example, the entry "215-221" (figures in bold-faced type) on page 27 lists the correspondence of the Commission from November 28,

[1] Charles Downer Hazen, *The French Revolution* (New York, 1932), Vol. I, p. 106.

1825 to September 9, 1830. Entry 215 (figure in light-faced type) below lists correspondence from November 28, 1825 to December 19, 1826. Entry 216 lists correspondence from January (no day given) 1827 to May 8, 1827, and so on through Entry 221. As no additional information is given in the separate entries such as the number of dossiers involved or the amount of the records, it is difficult to see why the whole correspondence could not have been listed once and for all under one entry. The searcher who uses the inventory might well have preferred citations of particularly significant documents in the space devoted to the duplicate listing of chronological sections of the correspondence. Just above there is an even more striking illustration of duplicate listing. Here we find more than a page taken up with Entries 159 to 214, each of which merely lists "Dossiers" of reports and minutes for a certain period, although one entry would have sufficed. How many dossiers? how thick? Attention is called also to Miss Meerbeeck's use of dates in the abominable French Revolutionary calendar without giving at the same time the Gregorian equivalents that we all know or recognize. And she employs the abbreviation S. M. T. Ch. without ever spelling it out. The European is supposed to know, of course, that His Very Christian Majesty (Sa Majesté Très Chrétienne) is meant, just as we are expected to know our "alphabetical agencies." Yet we are also expected to write out the title of an agency in full when first referring to it.

Such strictures should not be construed as an effort to disparage the value of this excellent inventory. Students of Belgian financial and other history (not to mention Austrian, French, and Dutch history) in a period of great upheaval will certainly find it useful, and so will genealogists. Miss Van Meerbeeck points out in fact that the claims dossiers in the records of the Commission of The Hague constitute a mine of information on individuals. It is heartening to see this and so many other finding aids coming out of Belgium recently.

Carl L. Lokke

The National Archives

Western Historical Manuscripts Collection Bulletin No. 5. (Columbia, Missouri, 1949. Pp. unpaged. Processed.)

This descriptive list of materials of the Western Historical Manuscripts Collection of the University of Missouri Library should provide an admirable tool for students of Western Americana and Missouri in particular. The list is alphabetically arranged and includes subjects, places and persons. Each entry consists of a brief description of the papers, letters or volumes, date or dates the material covers, its quantity and status, that is, original or copy. The compilers were obviously very painstaking in listing the number of folders and items in each group. I think, however, that some repetition could have been avoided by grouping the separate entries for books, papers and pictures of one collection under one heading. This is not done in the entry for "Had-

ley, Herbert Spencer (1872-1927)" nor in others involving large and varied collections.

The collection includes a number of Civil War letters and diaries; letters of settlers and pioneers; the records of many small businesses; papers of some prominent Missouri politicians, eight of them governors, according to the preface, and papers of several delegates to the Missouri Constitutional Convention of 1944; as well as those of "lawyers, politicians, public officials, ministers, farmers, educators, physicians and business men."

This type of publication is extremely useful to researchers when it is as carefully done as this one, which is a very reliable piece of work. Perhaps as their collection grows the University of Missouri will find means to print and bind its library bulletins, since mimeographed, paper-backed lists do not stand wear and tear well.

JEAN R. MCNIECE

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News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The secretary announces the following committee appointments for current year:

Archival Buildings and Equipment: Victor Gondos, Jr., chairman

College and University Archives: Dwight H. Wilson, chairman, Frances L. Berkeley, Jr., Leonidas Dodson, Gaston L. Litton, Clifford K. Shipton, Lewis G. Vander Velde

Institutional and Business Archives: Robert W. Hill, chairman

International Relations: Oliver W. Holmes, chairman

Local Arrangements: Jesse E. Boell, chairman

Nominations: Oliver W. Holmes, chairman, Leon de Valinger, Jr., George P. Hammond

Photographic Techniques: Daniel F. Noll, chairman

Special Committee on Long Range Planning: Christopher Crittenden, chairman

Joint Committee with the American Association for State and Local History on Historical Manuscripts: Mrs. Edith M. Fox and Lester J. Cappon, for the Society.

Roger W. Thomas, Maryland Hall of Records, has been appointed a member of the Editorial Board to succeed William D. Overman, whose term has expired.

LIBRARY OF CONGRESS

The Naval Historical Foundation will deposit its large collection of naval historical papers and documents with the Manuscripts Division. Since its organization in 1926 the Naval Historical Foundation has been collecting documents concerning the history of the United States Navy. These papers, in the main, are composed of private files of naval officers including personal correspondence with their families, friends and other naval personnel, journals of cruises, files of orders, papers written on various naval subjects, addresses, etc. The value of these personal papers derives primarily from their intimate complementing of official reports on the same subjects. Through study of both, the student of the naval and diplomatic history of the United States can obtain a more accurate knowledge of important actions. The entire collection, which is being added to constantly, contains approximately 50,000 documents and hundreds of journals, log books, and letter books. Representative of the papers are those of: Captain Alfred Thayer Mahan, Rear Admiral Stephen

B. Luce, Rear Admiral Thomas O. Selfridge, Sr., Commodore David Porter, Admiral David Dixon Porter, Captain John Shaw, Rear Admiral Robert W. Shufeldt, Medical Director Ninian Pinkney, Rear Admiral Francis A. Roe, Commodore C. G. Ridgeley, Rear Admiral S. Phillips Lee, and Rear Admiral William Radford.

In cooperation with the Department of State, the Library of Congress and the National Archives sent to Paris for display as part of the UNESCO International Exhibition on the Universal Declaration of Human Rights the original manuscripts of six historic documents of American freedom. The National Archives lent one of the few surviving originals of the Bill of Rights, and the Library of Congress sent Thomas Jefferson's rough draft of the Declaration of Independence, George Mason's and Thomas Ludwell Lee's draft of the Virginia Bill of Rights, Abraham Lincoln's reading copy of the Gettysburg Address, Lincoln's draft of the Emancipation Proclamation as read to his Cabinet, and a contemporary copy of the Thirteenth Amendment bearing the signatures of the authenticating officers, members of Congress, and the President. The exhibition will bring together in Paris for the first time in history the originals of many of the great documents of freedom. It is understood that the American documents will be joined in the exhibition by one of the originals of the Magna Carta, lent by the British Government; by the original 1789 Declaration of the Rights of Man and the French Constitution of 1791 with original annotations by Louis XVI, both lent by France; and by other originals from Belgium, Holland, Mexico and, possibly, the Vatican. It also is believed that Italy may have sent important Garibaldi manuscripts.

Through the generosity of the Patriarch Timotheos of the Greek Orthodox Church in Jerusalem, who has granted permission for the undertaking, the Library of Congress and the American Schools of Oriental Research are jointly sponsoring a project which began in November to photograph a large number of the most important ancient manuscripts in the Patriarchate Library, which dates back to the 6th century A.D. The Patriarchal Library contains approximately 3,000 ancient and medieval manuscripts, the oldest dating from the 7th century. The photographic work is being performed by a member of the Library's Photoduplication Service, Wallace Wade. As soon as the microfilm and other photographic negatives have been received in the Library of Congress, copies of the manuscripts will be made available at the usual photoduplication rates to all libraries and individual scholars wishing to obtain them.

Three ancient Hebrew scrolls found in a cave south of Jericho in 1947 and since acclaimed by experts as the greatest single manuscript discovery of modern times, and the most important find ever made in the Holy Land, were placed on public display in the Library of Congress, from October 23 to November 6. Believed to be over 2,000 years old, the three Hebrew scrolls include, among others of the sacred writings, a copy of the complete text of the Book of Isaiah in the original. These ancient relics of Judeo-Christian civilization are, according to some leading experts on ancient literature, a thousand years older than any previously known Bible manuscripts.

The papers of Orville and Wilbur Wright, which have recently been given to the Library of Congress by the Orville Wright estate, include a description by Orville Wright of the Kitty Hawk flights of 1903, diaries and notebooks detailing scientific experiments carried out by the brothers from 1901 to 1920, and professional, scientific, and personal correspondence extending from 1881 to 1948. They may be consulted only by written permission of the executors of the estate.

Other large groups recently received by the Library of Congress include the papers of William Gibbs McAdoo, Secretary of the Treasury from 1913 to 1918 and United States Senator from California from 1933 to 1939, papers of Chief Justice Harlan Fiske Stone, and papers of Lt. Gen. Frank M. Andrews. Use of these three groups is restricted. The Library has also acquired autograph notes written by the famous French scientist, Louis Pasteur, during his research into the causes of cholera in 1879 and 1880, and twenty-four letters of Gen. Cadmus M. Wilcox, who was with Robert E. Lee's army from the first battle of Bull Run to Appomattox.

New information about World War I became available in June when certain private memoranda of Robert Lansing, Secretary of State under President Woodrow Wilson, were opened for use by qualified readers. The memoranda, written in nine small volumes, cover the years from 1915 to 1922. Restrictions on the use of the papers of Benjamin H. Bristow, Secretary of the Treasury under President Ulysses S. Grant, and of the late Senator George W. Morris have also been relaxed.

Reproductions of manuscripts recently received by the Library include some 13,000 photostat prints of High Court of Admiralty papers in the Public Record Office, London, consisting of records of indictments for piracy and crime on the high seas, 1696-1809, and records of prize causes, 1664-1674. Miss Ruth Anna Fisher has returned to London to continue the work on behalf of the Library of surveying and arranging for photoduplication of manuscript material relating to American history in European repositories.

The Library of Congress initiated in May a long planned microfilm program in Italy. The project is being carried out under the supervision of Dr. Emilio Re, Commissioner-Extraordinary to the Italian archives. Initial attention will be directed to the filming of unpublished inventories, guides, calendars, catalogs, and other bibliographical tools relating to material of scholarly interest. Dr. Lester K. Born, then Chief, Archives-Library Section, Cultural Affairs Branch, Office of Military Government for Germany (U.S.), assisted in selecting material to be filmed and in establishing editorial practices. Mr. Schwegmann was sent from the Library to aid in the selection and training of the photographic staff, to advise on technical matters and to conclude administrative and fiscal arrangements for the project. Mr. Schwegmann, following the completion of his mission in Rome, will visit Switzerland, France, Belgium, the Netherlands, and England to investigate and report to the Library on microfilm facilities and activities.

John G. Bradley, from 1935 to 1945 Chief of the Motion Picture Division at the National Archives, and since 1945 in charge of the now liquidated Mo-

tion Picture Project of the Library of Congress, has retired. James R. Masterson has been appointed editor of the *Writings on American History* in the Manuscripts Division. Leslie W. Dunlap resigned as Assistant Chief of the Manuscripts Division in June to become Librarian of the University of British Columbia, and Arthur E. Young, formerly of the National Archives, has been appointed Assistant Chief of the Division.

TRAINING OF ARCHIVISTS

In cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, The American University in Washington, D. C., offered its fifth intensive training course in the Preservation and Administration of Archives from July 25 to August 20, 1948. The four-week program included lectures on the most important phases of work with archives and manuscripts and practical training in the National Archives, the Division of Manuscripts of the Library of Congress, and the Maryland Hall of Records.

The following students were enrolled in the course: Harry J. Alderman, Library of the American Jewish Committee, New York, New York; Rev. Colman J. Barry, O.S.B., St. John's Abbey, Collegeville, Minnesota; John W. Bonner, Jr., University of Georgia Libraries; William F. Brinton, Swarthmore College Peace Collection, Swarthmore, Pennsylvania; Jacqueline P. Bull, University of Kentucky Library, Lexington, Kentucky; Anna May Connelly, New Orleans School of Filing, New Orleans, Louisiana; Chester C. Connor, Aluminum Company of America, Pittsburgh, Pennsylvania; Rev. Charles A. Costello, Rouseville, Pennsylvania; Timothy P. Donovan, Oklahoma University Archives, Norman, Oklahoma; Leo Flaherty, Massachusetts State Archives, Boston, Massachusetts; Ravindra Chand Gupta, Indian Government Scholar; Bess W. Leiken, Archives of the American Jewish Committee, New York, New York; Mary Annice McCray, Public Library, Springfield, Ohio; M. Christine Mac Donald, Legislative Library of Saskatchewan; Mercedes Muenz, Archives of the University of Notre Dame, Notre Dame, Indiana; Herbert J. Salisbury, Oregon State Archives, Salem, Oregon; Heinrich J. Salz, Worthington, Ohio; Nelson P. Springer, Archives of the Mennonite Church, Goshen, Indiana; Lionel W. Van Kersen, Michigan Historical Collections, Ann Arbor, Michigan; and I. Sompayrac Willard, Natchitoches, Louisiana.

The sixth intensive training course in the Preservation of Archives is scheduled for the period, June 12 through July 8, 1950. In addition, The American University will offer the second Institute in the Preservation and Interpretation of Historic Sites and Buildings, in cooperation with the National Park Service, Department of the Interior, and Colonial Williamsburg, Inc. (June 12 through June 30, 1950, Donald Derby directing) and an Institute of Genealogical Research, in cooperation with the National Archives (June 12 through June 30, 1950, Meredith B. Colket, Jr., directing).

INTERNATIONAL ORGANIZATIONS

Congress of Historians of United States and Mexico

Sponsored by the Academia de Ciencias Históricas de Monterrey, the American Historical Association, and the Instituto Nacional de Antropologia e

Historia, the first Congress of Historians of Mexico and the United States met in Monterrey, Mexico, September 4-9. Among the large number of delegates from both countries attending were representatives of archival institutions in Mexico and libraries in the United States. One of the eight sessions of the Congress was devoted to the "Preservation and Organization of Historical Source Materials" and included papers on "The History of the Provincias Internas in the Archivo General de la Nacion," by J. Ignacio Rubio Mane, "The State and Municipal Archives of Mexico," by Ildefonso Villarello, "A Program for the Preservation of Mexican Archives outside the Capital," by Antonio Pompa y Pompa, and "Objectives and Policies of the Library of Congress in its Program of Copying Historical Source Materials in Foreign Archives and Libraries," by Luther H. Evans. It is noteworthy that neither the National Archives of the United States nor any State archives department was represented at this meeting.

First International Congress on Archives

The First International Congress on Archives organized by the International Council on Archives, the National Archives of France, and the Association of Professional Archivists of France, will be held in Paris from Wednesday 23 to Saturday 26 August 1950. These dates have been chosen so that the members of the Congress may take part in the meeting of the 9th International Congress of the Historical Sciences which opens on Monday 28 August 1950. A notice will be sent later giving details of the agenda of the First International Congress on Archives.

Practical Arrangements

a) *Registration*: Those who wish to take part in the congress are requested to inform the Secretariat of the International Congress, Direction des Archives de France, 60, rue des Francs-Bourgeois, Paris (3e), as soon as possible and at the latest before 1st February 1950.

The registration fee has been fixed at 1.000 French francs to be paid in Paris. Students from recognised archival schools and archival courses of the universities will be admitted on a reduced fee of 300 francs.

Registration can be for an individual or in the name of an institution which will then be represented by a single member at the congress.

b) *Accommodation*: The Secretariat will make arrangements for the best possible accommodation to be available for all participants.

c) *Travel*: The Secretariat will undertake to obtain from the French Railways a reduction for travel by rail in France.

All correspondence concerning the congress and all requests for information should be addressed to the Secretariat of the International Congress, Direction des Archives de France, 60, rue des Francs-Bourgeois, Paris (3e).

Pan American Sanitary Bureau

Mrs. Olive R. Surgen, formerly a records management analyst with Federal Security Agency, became the records officer of the Pan American Sani-

tary Bureau on April 1, 1949. Since 1947 Mrs. Surgen had been on detail to the United States Public Health Service to help establish its Records Management Branch and develop its records management program. She made initial surveys and pilot records installations in two field offices and was one of two analysts conducting a training course for Public Health Service records personnel.

The Pan American Sanitary Bureau became in May the Regional office for the World Health Organization and took over all WHO activities in the Western Hemisphere. The Bureau's records officer has been responsible for a share in planning WHO's records program. Publications issued by this officer so far are: *Correspondence Style Handbook* (Records management bulletin no. 1, May, 1949); *Recording, Control, Routing and Clearance of Communications* (Bulletin no. 2, May, 1949); and *Current Records Management Handbook* (Bulletin no. 3, September, 1949).

FOREIGN NEWS

Dominican Republic

The year 1949 saw several changes in personnel at the Archivo General de la Nacion. The Director, Dr. Sócrates Barinas Coiscon, was appointed Under Secretary of State for Labor, and to succeed him, President Trujillo appointed on March 16 the well known historian, Ramón Lugo Lovatón. Vetilio J. Alfau Duran, for five years in the Archivo General, first as Assistant to the Director and later as Cataloguer of Documents, was appointed Assistant Librarian of the University of Santo Domingo in March.

Great Britain

The seventeenth annual conference of the British Records Association was held at Cutlers' Hall, London, December 6 and 7, 1949. The provisional program included a discussion of "Records of local clubs and societies" by the Records Preservation Section, "The publication of Latin records" by the Publications Section, and "Facilities for access" by the Association in full.

Ireland

The Irish Association for Documentation was formed at the meeting held in the Royal Irish Academy on July 4, 1947 to promote in Ireland the recording, organization, and dissemination of specialized knowledge. The list of corporate and individual members indicates the success attained in gathering into the Association representatives of almost all the libraries, archives, and research institutions in both Northern Ireland and Eire. The following committees were appointed by the Council: Committee for Science and Agriculture, Committee for History and Archaeology, Committee for Documentary Reproduction, Committee for Medicine.

At the first meeting of the Committee for History and Archaeology in 1948, the question of making known the historical manuscript sources of the various

libraries was discussed, and it was agreed that basic printed lists, where they existed, would be furnished by each library, and in other cases, manuscript or typed lists, and that current accessions of manuscripts would be reported from time to time by the cooperating libraries. Since then lists of manuscript holdings have been supplied by the Representative Church Body, University College, Dublin and the Royal Irish Academy.

The Committee for Documentary Reproduction was formed to provide for the collaboration of universities, libraries, and other scholarly institutions in Ireland, in the exchange of information concerning the photographic facilities available in these institutions and the dissemination of specialized photographic knowledge in its application to the reproduction of documents.

At a meeting in March, 1948 it was decided to prepare a circular, setting out the microfilm, photostat, and other photographic facilities available in Ireland together with the prices charged and other conditions of use in each case. This will be compiled primarily for the use of libraries and other institutions, as well as for the research worker, and as such, the main emphasis will be placed on institutional photographic facilities. A list of the commercial services will be added, however, in order to broaden its usefulness especially to libraries lacking photographic facilities of their own. A list of microfilm reading machines will be added as soon as their location and accessibility has been determined.

Portugal

A new building for the University of Coimbra Archives has recently been inaugurated. The collection is one of the largest of its kind in Europe.

DEPARTMENT OF STATE

In connection with the reorganization of the Department of State, a program has been established for the management of the records of the Department and the Foreign Service. The Records Management Program will operate under the provisions of Executive Order 9784 (September 25, 1946). Mr. Fred W. Shipman, Assistant Chief for Records in the Division of Communications and Records, has been designated the Records Management Officer, with responsibility for the direction of the program. Mr. Shipman was formerly Director of the Franklin D. Roosevelt Library at Hyde Park and was a member of the staff of the National Security Resources Board prior to joining the Department of State in September.

Under the direction of the Records Management Officer, studies will be made of the policies and methods employed regarding the production, maintenance, and disposition of records and of types and quantities of equipment used, with a view to achieving maximum economy and facility of records operations and utilization of space, establishing uniform standards of equipment throughout the Department and the Foreign Service, assuring complete documentation of activities, making those records of long-range value readily available for administrative and research purposes, and arranging for the or-

derly and systematic retirement and storage of inactive records and for the destruction of those records having no permanent value.

Mr. Shipman has been designated as the alternate for the Secretary of State on the National Archives Council.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The Conference began its 1949-1950 season on September 30, 1949 with a well-attended session devoted to an explanation of the revised and simplified procedure for disposing of Federal records recently inaugurated by the National Archives, General Services Administration. Theodore Schellenberg, National Archives Program Advisor, gave instructions on the use of a new Standard Form for obtaining records disposal authority. Louis Darter of the Navy Department, who presided, outlined the development of scheduled records disposal in the Federal Government.

The October and November meetings had their origin in the series of round table discussions held during the spring and summer. The former was concerned with agency records management programs — their content, placement in the organizational hierarchy, and their staffing. John F. X. Britt of the Federal Security Agency and Olive Surgen of the Pan American Sanitary Bureau were the speakers. The second meeting, under the chairmanship of Ollon McCool, Department of the Army, dealt with the administration of intermediate records centers.

NATIONAL MILITARY ESTABLISHMENT

Requirements as to the length of time records of completed or terminated military contracts must be retained before they can be destroyed were clarified recently by the National Military Establishment for the benefit of contractors who are finding the storage costs of such records burdensome.

The Procurement Policy Council of the Munitions Board, which made an analysis of the requirements, stated that under certain circumstances, records may be replaced with acceptable microphotographs, or the contractor may apply for permission to destroy them. The factors which govern contract record retention are as follows:

The only statutory regulation bearing on retention of contractual records is contained in the Contract Settlement Act of 1944, the pertinent portion of which is incorporated into the 1948 revision of 18 U. S. Code 443. In substance, this statute provides that contractual records on war contracts must be preserved until (1) five years after the disposition of termination inventory by the contractor or Government agency, or (2) five years after the final settlement of any such contract, or (3) 31 December 1951. By regulation of the Office of Contract Settlement, however, earlier destruction of these records is permitted provided approval is obtained and properly authorized photographs or microphotographs have been made.

Other statutes affect indirectly the retention of records, although compli-

ance with them is the concern of Government agencies other than the National Military Establishment. One of these statutes is the Vinson-Trammell Act which limits profit on vessel and aircraft contracts and under which a subject contractor must retain records in accordance with regulations of the Bureau of Internal Revenue for the purpose of substantiating tax returns.

The Renegotiation Act of 1948 presently does not expressly require the preservation of records beyond the period necessary to cover the renegotiation of the contracts involved.

The standard clauses generally inserted in contracts of the National Military Establishment often prescribe fixed periods of time, after completion or termination of a contract, during which contract records must be preserved. Generally, all records pertaining to cost-type contracts must be kept for a period of five years after their completion. Either no time is specified for retention in fixed-price contracts or else a period, usually of three years, is prescribed. In both types of contracts provision may be made, either in a contract clause or by special arrangement, that any required records may be replaced with acceptable microphotographs.

If a contractor is in doubt as to the length of time his records must be preserved, he should write his contracting agency asking for a decision. Should a contractor find his storage problem to be unusually burdensome and costly, and it is known that all audits have been completed and all other purposes for which the records were retained have been satisfied, he may make a request of the contracting agency for permission to destroy the records.

OFFICE METHODS DIVISION, NAVY DEPARTMENT

The holdings of the five Naval Records Management Centers have now reached 1,026,598 cubic feet of records. Although these records are considered non-current and no longer needed in the conduct of a day-to-day business, the Records Centers answered nearly 6,000 inquiries each working day during the first quarter of the current fiscal year. These Records Centers accommodate all types of naval records and have recently been designated as the official depositories for retained records of disbursing officers afloat. Previously, except in certain cases, disbursing records were maintained by specially designated Settlement Offices.

The annual conferences of the records management officers from the fifteen Naval Districts and River Commands and the directors of the Naval Records Management Centers were recently held in Washington, D. C. Reports were made on progress of the records management programs throughout the naval establishment and at the Records Centers, and plans were discussed for the next year. These conferences serve as a means of training records officers and are used in lieu of extensive manuals of instruction.

A group of Naval Reserve officers engaged in organization and methods work in the Washington area has organized a Management Engineering Volunteer Reserve Unit for training in management programs operating in the Navy. The course of study provides for training in all management techniques in-

cluding records administration and archival practices. Commander Herbert E. Angel, Director of Office Methods, Navy Department has been appointed commanding officer of the unit.

COLORADO

The Division of State Archives of the Colorado Historical Society is currently working on the following projects: (1) completion of State Documents Archives and preparation for publication of a State Check-List (the last one being of 1910 vintage); (2) transfer from Colorado Springs and processing of the Colorado-Midland Railroad Archives; (3) continue work on the W. H. Jackson Collection, and catalog listings for administrative purposes; (4) processing and cataloging of Photographic Archives of the State; and (5) microfilming (35 mm) C B & Q — Burlington Railroad Archives for use by researchers and scholars; microfilming (35 mm) of newspapers (weekly) for Historical Library use; microfilming of records (16 mm) for various departments of the State government — currently the Public Health Department, and the Election Commission.

The Division has effected a cooperative arrangement with the University of Denver for Archival Internships, using graduate students and seniors who are majoring in history, political science, or library work.

CONNECTICUT

The Connecticut State Library has acquired recently a set of 99 volumes of the Vosburgh Collection of New York Church Records. There are only four other libraries that own sets of these typewritten records, three of them in New York. A table of contents has been prepared and typed, and an index of towns, villages, and churches covered in the records is now in process. This is an invaluable source of information on the many individuals and families who left Connecticut to settle in New York in the 18th and early 19th centuries.

Several volumes of the original Connecticut Archives have been indexed and bound by the Emery silk inlay process and are now available for use. These include the following subject series: College and Schools, Series 2, 1718-1820, 3 vols.; Corporations, 1790-1820, 2 vols.; Ecclesiastical Affairs, Series 2, 1666-1820, 6 vols.; Indians, Series 2, 1666-1820, 2 vols.; Industry, Series 2, 1747-1820, 3 vols.; Revolutionary War, Series 3, 1765-1820, 6 vols.; Susquehanna Settlers, Series 2, 1771-1797; Western Lands, Series 2, 1783-1819, 1 vol.; Trade and Maritime Affairs, Series 2, 1685-1820, 2 vols.; War of 1812, 1812-1819, 3 vols.

Revolutionary War, Series 3, Volume 1, contains some of the original papers relating to the Fire Sufferers, those who suffered loss by fire in the British invasions during the Revolution and were awarded shares in Connecticut's Western Reserve, in the present state of Ohio. Volume II of the *Public Records of the State of Connecticut*, May 1789 through October 1792, edited by

Leonard Woods Labaree, State Historian, has been published and is now available. This volume contains a complete list of 1,870 names of Fire Sufferers, together with other valuable and interesting data on Connecticut's part in that critical period of United States history.

DELAWARE

The Historical Society of Delaware recently announced changes in its staff. Miss Gertrude Brincklé, the Librarian, became Executive Secretary; Miss Ruthanna Hindes, the Assistant Librarian, was promoted to Librarian; and Mrs. George Windell joined the staff as Assistant Librarian. Mrs. Windell recently was a member of the teaching staff of the Department of History of the University of Delaware and she has had considerable experience in historical research and editorial work at the Missouri Historical Society and at the University of Minnesota.

In addition to its regular microfilm duties, the Public Archives Commission has undertaken, through a special appropriation from the Legislature, the microfilming of county records from 1850 to the present time. The period from 1680 to 1850 was completed in all three counties by the Genealogical Society of the Church of Jesus Christ of Latter Day Saints. A photographer is now working in Sussex County and is making good progress with the copying of these important records. The staff of the Commission has been increased to twelve with the addition of George E. Storey as a Junior Photographer and Miss Ann McIlvaine as typist.

The Public Archives Commission was honored by an Award of Merit from the American Association for State and Local History voted at the Annual Meeting of the Association in Burlington on September 14, 1949. The Award was given "for its leadership in the establishment of a state museum and for the high degree of competency which it has demonstrated in such of its projects as sound-recording, microfilming, publishing, compiling records of the recent war, card-indexing genealogical material, placing historical markers, caring for records, and helping students."

GEORGIA

In an effort to save as much as possible of the State's historical source material, the Georgia Historical Society and the Georgia Society, Colonial Dames of America, are cooperating in a campaign to collect and preserve the private papers, documents, newspapers, etc., that are still owned by individuals throughout the State.

The Georgia Historical Society has been given the use of the fireproof vault of Armstrong College where the papers will be stored. Since January of this year the Director of the Georgia Historical Society has visited nearly all of the town committees of the Georgia Society, Colonial Dames of America, to explain to them the necessity for saving these papers and the care they will be given by the Georgia Historical Society. Response to the program has been

enthusiastic and encouraging and already manuscripts and newspapers have been sent in by the Thomasville and Americus Town Committees.

The collection of manuscripts and documents belonging to the Georgia Society, Colonial Dames of America, has already been turned over to the Georgia Historical Society and it is now being catalogued before being placed in the vault. This collection will be shelved separately from that of the Georgia Historical Society and will be marked "Collections, Georgia Society Colonial Dames of America" on folders, storage boxes and in the guide to the Historical Society's manuscript collection now being compiled.

ILLINOIS

The Charles Hutchinson papers, the Howard Vincent O'Brien papers and the Horace S. Oakley papers have been recently received by the Newberry Library Manuscript Section. Representing as they do work at the University of Chicago, on the staff of the *Daily News*, and on the Board of Trustees of the Newberry Library itself, they will further round out the Library's original source material for the history of Chicago's literary and cultural life.

The Newberry Library has this year finished detailed cataloging of the Sherwood Anderson collection, the Henry Blake Fuller collection, the William Morton Payne collection, and the Floyd Dell collection. Together these four collections contain almost 17,000 individual items.

INDIANA

The Indiana Historical Society Library has purchased the Francis Vigo papers from the Vigo Chapter, Daughters of the American Revolution, Vincennes. This collection of five hundred letters and documents, 1751-1841, illustrate the business career of this Italian born fur trader who aided the American cause in the Revolution.

IOWA

The death of Charles E. Kopf of Des Moines on July 3, 1949, ended his eleven years service as Archivist in the Iowa State Department of History and Archives. He had previously been an employee of the Archives division for several years during the period when Cassius C. Stiles was the Superintendent and Archivist. Mr. Kopf is succeeded by Henry Baird, an employee of the Department for seven years.

MARYLAND

The office of the Register of Wills of Talbot County has transmitted numerous older records to the Hall of Records, among them: Wills 1668-1794, Inventories 1668-1804, Account 1668-1804, Proceedings of the Orphans Court 1787-1795, 1802-1806.

The office of the Register of Wills of Prince George's County has transmitted to the Hall of Records the following records of its office: Wills 1698-

1833, Bonds 1698-1799, Inventories 1696-1795, Accounts 1696-1790, Proceedings of the Orphans Court 1777-1790.

The Annapolis Tercentenary Commission, which conducted the celebration of the 300th anniversary of the founding of the city, has deposited its records with the Hall of Records.

On July 29, August 4, and August 10 the class conducted by Ernst Posner, Professor of History and Archival Administration at American University, in Preservation and Administration of Archives, met in Annapolis at the Hall of Records. Lectures were given by the Archivist, who also directed laboratory work in indexing, calendaring, and repair work with the assistance of members of the Hall of Records staff.

The *Annual Report* of the Archivist of the Hall of Records for the fiscal year ending June 30, 1949 is ready for distribution.

Catholic historians interested in any phase of Mother Elizabeth Ann Seton's work should be aware of the existence of a large collection of family papers at the Mother Seton Guild in Emmitsburg, Maryland. The Guild came into possession of these papers belonging to Mr. T. Seton-Jevons of Halesite, New York. Included are letters of Mother Seton, 1794-1820, letters of her son William Seton from 1815 to 1820 (valuable for sidelights on American naval policy in the Pacific 1818-1820), letters of Richard Seton 1816-1818, letters of various persons to the Seton family and a few commercial papers dealing with Seton mercantile affairs. The majority of them have never appeared in print.

MICHIGAN

Recent accessions of the Michigan Historical Collections, University of Michigan include: an account book of Roger W. Griswold's general store in Vermontville, 1853-1873; two Civil War diaries of Orlando Carpenter; Civil War letters of Colonel Claudius B. Grant, 1863-1864; additional Alpheus Felch papers; additional papers of James C. Watson and Mrs. Watson; papers of George W. Weadock of Saginaw; the journal of William W. Spalding (beginning on September 20, 1844 at Stake Diggins, Wisconsin Territory) on his voyage to LaPointe, Copper Harbor, and the mouth of the Ontonagon River, where he engaged in copper mining, until June 27, 1848; and the papers of the late Chase S. Osborn, former Governor of Michigan, which are contained in sixty letterpress books and five hundred thirty file boxes.

MINNESOTA

Russell Barnes, librarian of the Minnesota Historical Society and head of the archives program in the State, has resigned. No successor has yet been named. The Society celebrated its one-hundredth anniversary in October.

In 1949, the Minnesota Historical Society acquired two important groups of manuscripts dealing with the lumber industry. The Laird, Norton Company of Winona, Minnesota, has transferred to the Society letterpress books,

incoming correspondence, ledgers, daybooks, and logging contracts dating from 1868 to 1900. Records after 1900 will remain with the Company until they are at least fifty years old. Woods operations, milling, marketing, and transportation are the core subjects, but there is also a good deal of information about land companies, farming, politics, and labor relations. By applying to the Society, and through the Society to the Company, qualified research people can gain access to the Laird, Norton records.

Fragments of the papers of Samuel F. Hersey, Isaac Staples, and Dudley C. Hall, associated in several business enterprises at Stillwater, Minnesota, have been loaned to the Society for microfilming. Hersey's operations in land extended into Iowa, Michigan, Maine, Canada, and Minnesota; his business in pork, bacon, and lard from Chicago to Liverpool; his interest in lumber from Stillwater to the markets on the lower Mississippi River. Staples wrote chiefly on details of the business at Stillwater, particularly on lumber. Hall, the eastern partner, inquired about his investments and offered advice on financial matters. These papers will be returned to the owners after they have been catalogued, calendared, and microfilmed.

MISSOURI

Recent acquisitions of the Western Historical Manuscripts Collection of the University of Missouri include Missouri State Auditors receipts from 1822-1840; mathematics copy book kept in 1805 by Wyatt McGehee with problems and definitions; a four volume diary of Judge John A. Rich of Saline County, Missouri, 1884-1943; and papers of William Ben Smith, professor at Missouri University in the nineteenth century.

NEBRASKA

The Nebraska State Historical Society has commissioned an architect and hopes to begin construction of its new building during 1949. The structure will be combined museum, library, and archives building.

NEW JERSEY

Dr. W. S. Jenkins, Director of the State Records Microfilm project, Library of Congress, accompanied by Wallace Wade, photographer, made a trip to Trenton, N. J., June 26-29 in order to microfilm early records of New Jersey. Two manuscript volumes of great historical importance were located in the vault of the Secretary of State: "The Concessions and Agreements of the Proprietors, Freeholders, and Inhabitants of the Province of West Jersey in America, 1682-1698" and "The Entries of the Public Commissions, Writs, Warrants and Acts of Assembly Granted and Passed under the Seale of the Province of East New Jersey, 1682-1702." In the State Library, a manuscript volume containing the "Journal of the House of Assembly of New Jersey, 1703-1709" and the "Minutes of the New Jersey Council of Safety, 1777-1778" were also microfilmed.

Among gifts received by the Princeton University Library in connection with the dedication of the Harvey S. Firestone Memorial Library in April was the large body of materials known as the Beauharnais Archives, presented by Andre DeCoppet of the Class 1915. These papers comprise some 30,000 documents which were once in the possession of Eugéne de Beauharnais, Napoleon's stepson and his Viceroy of Italy.

NEW YORK

Sophie A. Udin, Director and Librarian of the Zionist Archives and Library of the Keren Hayesod in New York since its beginning in 1939, has been granted a year's leave of absence to organize the government library and archives for the State of Israel. She sailed on July 6. In 1925 she went to Palestine where, as Assistant to the Director of the Hebrew National University library, she introduced the American system of cataloging and classification. Acting director in New York is Mrs. Sylvia Landress.

NORTH CAROLINA

The Governor of North Carolina has reappointed R. D. W. Connor, former Archivist of the United States, to succeed himself as a member of the Board of Directors of the North Carolina Department of Archives and History. The Board at its meeting September 16 reelected him as its chairman.

A survey of the records of the Protestant Episcopal Church in North Carolina is being made by William S. Powell of the State Department of Archives and History. He will be grateful for information about the records of those churches which are inactive and about records which are now in private hands. In addition, he also seeks information about the official and private papers of the bishops and other clergy of the Church in this state.

OHIO

The following manuscript collections have recently been acquired by the Ohio State Archaeological and Historical Library: Friends' Shawnee Indian Mission, Missouri, Papers, 1853-1855; Grand Army of the Republic, Department of Ohio, Papers of various Chapters, 65 vols.; Dr. General W. H. Kemper, his Civil War diaries, 1861-65 and 1866-1868, 2 vols.; Governor Thomas Worthington and family, Papers 1790-1900, 40 boxes.

OKLAHOMA

The Archivist of the University of Oklahoma, Gaston Litton, reports a summer of intense field work and records processing. With three representatives of the Division of Manuscripts engaged in full-time field work during most of the summer period, more than 500 interviews were had with "old-timers" and other persons owing manuscript material in 15 counties of the State. These interviews resulted in the acquisition of 13 major manuscript collections, 40 smaller collections (of one cubic foot or less) and 50 photo-

graphic collections. Manuscript materials are now available for research in the fields of agriculture, finance, medicine, and public service in Oklahoma. The glass plates, film negatives, and prints in the photographic collection are building into an impressive pictorial record of city beginnings in Oklahoma Territory, life on Indian reservations, women's fashions on the frontier, historic sites, public and private buildings, social customs, and state personalities.

All accessions received prior to August 15th were processed, shelved, and described by the end of the summer by a group of assistants chosen from students majoring in the humanities and working under the direction of Mrs. Lucille H. Pendell, on summer leave from Gallaudet College.

As part of its program to awaken statewide interest in the preservation of manuscript materials reflecting the history and contemporary life of the State, the Division is offering over the University radio station WNAD during the Fall semester a series of 17 weekly radio programs dramatizing some one of the major archival collections. This series, written and performed by students majoring in radio working under the direction of the Archivist, has as its title "Records Untold." Each program is given advance publicity in the principal newspaper in the home community of the donor of the records.

PENNSYLVANIA

Charles M. Ewing, Curator of Archives at Washington and Jefferson College since 1947, has built up what many regard as a model college archives. His first step was to gather together valuable documents from various offices on the campus, together with unusually valuable rare books from the Library. Fireproof filing cases were obtained for proper care of the documents and books. Among many interesting and significant items gathered by his survey were all five of the original charters for the varied institutions combined in the present College, and the minutes of the Board of Trustees from 1787 to the present day. Other documents are the deed for the first campus, 1792, pages from Rev. John McMillan's collection book with contributors' signatures and amount given, and material on a Council of War at Catfish Camp (Washington) in 1777. The Crumrine Papers, donated by Dr. Boyd Crumrine Patterson in 1948, make up another extensive collection which is being catalogued and filed. An exhibit entitled "Your College in Document" has been prepared to show the complete evolution of Washington and Jefferson College.

TENNESSEE

Mrs. John Trotwood Moore, State Librarian and Archivist since 1929, has been retired by reason of the law passed at the last meeting of the General Assembly whereby State employees who reach 70 must go on the retired list. Governor Gordon Browning has made her Librarian Emeritus, however, with provision that she shall devote her time to the preparation of books, manuscripts, and other material for removal to the new library and archives building when it has been built.

Mrs. Moore was appointed to the post of State Librarian and Archivist to succeed her husband, the late J. T. Moore, who held the post from 1919 to his death in 1929. She has administered the duties of her office with such ability and graciousness that she has won countless friends, not only throughout the State but in library circles in all sections of the country. Dan Robinson of Vanderbilt University has been named to succeed her.

TEXAS

Mrs. Herbert Gambrell of Dallas, Director of the Dallas Historical Society, has been reappointed by the Governor of Texas for a six year term on the Texas Library and Historical Commission, five-member governing body of the Texas State Library at Austin, Texas. The Texas State Archives is a division of the State Library. Mrs. Gambrell is chairman of the Commission.

Beginning with Volume III, No. 1, the San Jacinto Museum of History Association, San Jacinto Monument, Texas, will sponsor the publication: *Tlalocan*, a journal of source materials on the native cultures of Mexico, published by La Casa de Tlaloc, Azcapotzalco, Mexico, D. F. The journal was founded by George Smisor and Robert H. Barlow. All institutions in the United States interested in receiving *Tlalocan* on an exchange basis are requested to communicate with the San Jacinto Museum of History Association, San Jacinto Monument, Texas.

VERMONT

Two important collections of papers have been presented to the Vermont Historical Society illustrating the life of William Czar Bradley, a prominent Vermonter active in foreign affairs in the early nineteenth century. The family papers of Daniel Kellogg, his son-in-law, dating from 1807 to 1862 were the gift of Mrs. Susan K. Wright of Westminster. Those of Jonathan Dorr Bradley, his son, cover the period from 1802 to 1887.

VIRGINIA

The Library of the College of William and Mary has received from Mrs. Robert Jurgeson of "Tower Hill," Sussex County, Virginia, a group of Blow Family papers dating from 1760 to 1900. One of the most valuable groups of family papers extant for this period of Virginia history, the collection of Blow Family papers in the Library now numbers more than 24,000 pieces and covers business, social life, education and military history.

In the forefront of histories dealing with the effects of the Second World War upon the American people is Marvin Wilson Schlegel's *Virginia on Guard: Civilian Defense and the State Militia in the Second World War,* published in October by the World War II History Division of the Virginia State Library. This volume of more than 300 pages traces the development of Virginia's civilian defense organization, the first in the nation, and of its comprehensive air raid protection and morale building activities, and recounts

the induction of the Virginia National Guard into the United States Army and the services of the new state militia forces which replaced it. It is the second major publication of Virginia's war history office, which has been directed successively by Lester J. Cappon and W. Edwin Hemphill, the latter of whom contributed an explanatory foreword to Dr. Schlegel's study. Other scholars on the staff of the Division include Elizabeth Dabney Coleman, William M. E. Rachal, and Hilda Noe Schroetter.

WEST VIRGINIA

Valuable and interesting histories of the contributions of West Virginia counties and their residents in World War II are being compiled by graduate students at West Virginia University. Dr. Festus P. Summers, head of the Department of History, announces that four of the histories — dealing with Brooke, Calhoun, Marion and Roane Counties — have been completed and that volumes concerning eleven others are in process of preparation. Two of the bound copies are kept on file in the University Library.

MICROFILM

A fundamental advance in the organization, storage and dissemination of knowledge is foreseen in an "electronic brain" machine developed jointly by the United States Department of Commerce and the United States Department of Agriculture.

The machine stores vast amounts of scientific information in its system, automatically "pores" over it, selects what is sought after by its operator, and then hands him copies of what he wants.

Known as the Rapid Selector, the device was developed from principles originated before the war by Dr. Vannevar Bush, then at Massachusetts Institute of Technology. The Office of Technical Services of the Department of Commerce allocated more than $75,000 for the perfection of the machine, which was developed by Engineering Research Associates of Minneapolis, Minn., under the supervision of Ralph R. Shaw, Librarian of the Department of Agriculture.

The Rapid Selector makes use of standard 35 mm. motion picture films, on each reel of which can be "stored" the contents of almost 500,000 conventional library cards.

The operator of the machine, wishing to obtain everything the selector possesses on a particular subject places a master key card in the mechanism. The selector's photo-electric eyes then scan the film at a rate of more than 60,000 subjects a minute, automatically select the desired frames, and copy them on a separate film through use of high-speed photoflash techniques.